

# **REPORT OF THE COMMITTEE**



***M.J. COGSWELL  
PRESIDENT***

## REPORT OF THE FORMS COMMITTEE

The Committee appointed in Government of India, Commerce and Industry Department letter No. 3588-53 (S. and P.) of 14th May 1910 to consider the revision and standardisation of Forms in use in the Government of India Secretariats was composed as follows:—

Mr. M. J. Cogswell, Controller of Printing, etc. (representing the Commerce and Industry Department), *President*.

Mr. H. N. Heseltine, Assistant Secretary, Finance Department.

Major H. F. Cooke, Assistant Secretary, Army Department.

Mr. W. C. Ashmore, Assistant Secretary, Military Finance Secretariat.

Mr. W. J. Drake, Registrar, Public Works Department.

Mr. G. W. Marshall, Registrar, Foreign Department.

Mr. I. G. Lloyd, I.C.S., Under Secretary, Home Department.

Mr. B. Stanley, Assistant Secretary, Railway Department.

Mr. J. D. Shapcott, Registrar, Department of Revenue and Agriculture.

2. The Committee assembled on the 17th May and held in all seven sittings, in addition to which individual members met the President on other days to discuss the question of the retention or abolition of "Special" forms for particular Departments; these forms being such as have up to now been considered to be required to facilitate the work of the Secretariats in dealing with their own subordinate Departments, or to meet the demands of the varying methods of work in branches of the various Secretariats, or (in some cases) to gratify the idiosyncracies of particular officers or heads of branches who at one time or another had held sway in various Departments. The fate of most of these forms will be found detailed later in this Report.

3. The method adopted in dealing with the Forms which were eventually embodied in the Standard List was to bring together all the forms which appeared to be used in various Departments for the same or approximately the same purposes; to select the one of these which it was thought would serve the purposes of all Departments; or, in cases where no single existing form appeared to suit, to devise a new form which so far as possible embodied the best points of all. This portion of the work was done in the Controller's office before the Committee assembled, and the original forms, as well as their suggested substitutes were submitted for discussion. Naturally it happened that the proposed Standard forms contained in some instances headings or columns which it will be unnecessary to use in all Departments; but the Committee believe that as the result of their deliberations a set of forms has been evolved which should meet the reasonable wants of every Secretariat Office, without causing undue work or inconvenience in any. In the great majority of cases the Committee were unanimous in their conclusions, and only in rare instances was it necessary to decide by the opinion of the majority. When it is remembered that in the past the forms in use every day in each Secretariat have varied very considerably, the unanimity of the Committee is the more remarkable; and it is worthy of note that whereas the original list (Appendix A) submitted for consideration by Mr. Cogswell contained 162 separate items, the Standard list (Appendix B), as it emerged from the Committee Room, was reduced to 96. The net result of the treatment of Standard Forms is that 946 Forms, comprising 1,329 pages, have been reduced to 96 Forms, making 113 pages. The immediate result of this change will be that numerous printing office formes will be rendered unnecessary, and a large number of separate printings will be obviated.

4. It would perhaps be rash to anticipate any material saving in the quantity of paper to be used in future for the Standard forms that have been retained; since these forms only replace others formerly used in one shape or another; but there will be some direct savings effected even here. And the indirect savings must be still greater. In some cases the forms which have now been absorbed into the Standard list contained the names of individual officers of

Departments, so that there was an appreciable risk of such forms being discarded and wasted with a change of officers. Again, there was a great variety in the *quality* of the paper used in different offices, and the opportunity has now been taken not only of standardising the paper but also of prescribing the cheapest varieties that it is considered can be used consistently with the requirements of the work to be done. In the case of the forms which have been removed altogether from the list the greater quantity of the paper will be entirely saved, though in some cases blank books or routine sheets will be substituted for the printed forms formerly used. In view of the great changes and reductions effected, it has been thought desirable to describe them in some detail in this report. The numbers quoted throughout are those given in the original list submitted to the Committee (Appendix A).

5. Form No. 1, the ordinary Note Sheet, formerly existed in 11 different shapes, with varying margins, varying paper, varying headings, and even a variation in the colour of the ink used for printing. Each Department had its name printed on its own Note sheet; and each supply of these forms to each Department constituted a separate order to the press and a separate printing job. One form now replaces 11.

6. No. 2, the Continuation Note sheet, existed in even greater variety, there being 14 separate samples sent in. These too come down to 1.

7. In connection with these forms it may be mentioned that simultaneously with the Committee's sittings, a file completed its departmental perambulation in which the same subject was exhaustively discussed. The forms submitted to the Committee are believed to correspond exactly with those independently recommended by the Hon'ble Mr. Meston: but in deference to the strong desire of some Departments it was decided to allow a certain number to be *ruled*, on the special requisition of Departments requiring them.

8. There were 14 Routine note sheets and continuation sheets sent in—some on paper nearly as thick as cardboard, others on white paper, some ornamented with various instructions, and warnings, and nearly all stating that the Routine Notes were "not to be sent out of the office," in spite of which the name of the Department was prominently printed on most of them. One simple sheet of half bleached paper, with practically no printing, replaces all.

9. Form No. 5, the Docket circulated to His Excellency and Hon'ble Members of Council with Secretary of State's Despatches, was formerly supplied with the "Initials indicating order of signature" printed in most cases. This entailed separate forms for each Department, as the initials of the Member in Charge come first in order. In future these initials will be typed in—a useful alteration at a time when changes in the initials are unusually numerous.

10. Form No. 6, described as a "Buff" sheet for submission of cases to His Excellency the Viceroy, was in fact a Pink sheet in the case of the Army Department. With the concurrence of the Army representative the red has been discarded, and a much thinner, and therefore cheaper, sheet of Buff than was formerly used in most Departments has been adopted.

11. Forms 7 and 8, the Draft Letter Forms, assumed 21 different shapes and colours in the past—the Army drafts being put up in red, and the Marine in navy blue. Two forms replace the 21.

12. Form 9 in its new shape is believed to be a useful and economical amendment of a form that used to be printed on expensive English paper for the Foreign Department and conveyed much redundant instruction in the Finance Department.

13. Form 11, the Draft Telegraph Form, exhibited much variety and was in some instances printed in different colours. The form adopted represents the combined effort of the Committee and is unanimously approved.

14. Coming to No. 18, the sheet for carrying cuttings from newspapers, it may be observed that the Home Department formerly used an English cream laid paper for this purpose, whereas in the opinion of the Committee the very cheapest kind of paper will suffice. A similar change has been made in the case of the inter-Departmental memo. form asking for papers, and in several other forms of the sort, some of which had in the past boasted two-colour printings and most superior paper.

15. Nos. 20 *a* and *b*, Arrear Reports and Suspense Registers, vary a great deal according to the practice of the different Departments, some having daily reports—not perhaps always specially remarkable for the accuracy of the information they contain—others three day, others five day, weekly, fortnightly, three weekly, monthly, two monthly and three monthly statements. But the general nature of the information in all is the same; and after mature consideration, and references to their offices, all the members of the Committee (with one exception) eventually agreed to accept the set of forms in use in the Foreign Department. This change secures a large saving in paper and print. The exception is the Home Department, which, for reasons explained below in connection with the Receipts Register, retains its own forms.

16. No. 24, a form for telephone messages, was abolished; and form 25, intimating to Hon'ble Members what cases are to be brought before the Executive Council at the weekly meeting, was considerably modified in style without interfering with its usefulness. There was great variety about this form, embossed coats of arms, "script" type, and two-coloured printing appearing in one or other of all the Departments except the Army Department, whose form was commendably simple. A separate intimation to the Private Secretary to the Viceroy on the same subject was abolished, it being considered that the one form would serve both purposes.

17. Forms 29 to 31*a* in the original list, Office Registers of Receipts, gave rise to a good deal of discussion. Ultimately the Committee by a majority of 6 to 2 (the Home Department being not concerned in this matter, having an entirely distinct prescribed procedure of its own, into which it was held to be no part of the Committee's business to enquire) decided that the Registers of Unofficial Receipts and Issues as separate books should be abolished. A special column for Stamp values was introduced into the Register of Issues, to meet the wants of such Departments as do not maintain a separate Stamp Account register. An amalgamation was also effected of the Register of Despatches Received from and Issued to the Secretary of State.

18. Nos. 36 and 37, a Miscellaneous File Register and a Register of Demi-official correspondence, used in 3 and 5 Departments respectively, were both abolished with the consent of the Departmental representatives, it being considered that the ordinary registers would serve the same purpose.

19. No. 38, the Stamp Register, was kept in great detail in the Public Works Department, and a simpler form, suitable for all Departments using such a register, was adopted.

20. No. 39, the Attendance Register, contained in some Departments the names of the clerks printed. It was agreed to abolish this practice, and to have one form of Register in blank.

21. No. 40, the Peon book, existed in various sizes, shapes and bindings, but in future there will be a uniform book, uniformly bound, for all Departments.

22. No. 41, a Transit book, used in the Finance, and Commerce and Industry Departments, disappears.

23. Coming to Nos. 43 to 46, the Shells for Record papers, it was the general opinion of the Committee that it would be extremely inconvenient to employ shells with no departmental distinctions, and it was resolved to continue to have these separately printed for each Department, with the Departmental name, and to make use of different coloured papers as in the past. A reduction in the number of varieties will, however, be effected, and the practice of printing "Branch" headings will be abandoned.

24. A great deal of discussion was necessary in the case of No. 47, the form for the Table of Contents of A and B Proceedings. More than one Department showed at the start a desire to adhere to its own form now in use, but eventually the form in use in the Public Works Department, with slight alterations, was accepted as generally meeting the wants of all.

25. No. 48, the Index Slip, may be obtained either four to a foolscap folio sheet or in foolscap octavo size; and No. 49, a Requisition slip on the Record room, which formerly existed in 14 different shapes and sizes, is now reduced to one simple slip of small size but quite adequate.

26. Form 50, a Press slip for Recorded "A" Proceedings, falls from 11 to 1 in number, and 51, a similar slip for Current papers, is replaced by the Standard Press slip.

27. The Commerce and Industry Department and Foreign Department forms were accepted for Nos. 52 and 53 respectively; 55, at the suggestion of the Foreign Department representative, was abolished altogether; and 56 and 57 shared the same fate. Both the Finance and Revenue and Agricultural Departments' forms corresponding to the latter were complicated and elaborate, whereas in other Departments a manuscript record sufficed.

28. A Register of Books and publications similar to that in use in the Foreign Department was accepted for general adoption (57*a*); and 57*b*, the comparatively futile Register of Daily and Weekly Newspapers received, was discarded with the assent of all concerned.

29. No. 57*c* was a monumental form used for borrowing books from the Imperial Library, which, in the case of one Department, had a coat of arms and an address embossed in red, and an intimation as to for whom the book was required, also printed in red—or four printings in all—and was held to be altogether unnecessary. It, together with 58, 59 and 59*a*, was abolished. No. 59*b*, a simple form of advice to the Agent for Government Consignments, was accepted for all Departments; but 59*c*, an intimation of the contents of boxes sent to the Secretary of State, which in the case of the Home Department contained five short lines of type on a double sheet of thick English foolscap, and existed in a simpler form in two other Departments, was abolished. A similar fate befell 59*d*. As to 59*e*, the labels for boxes sent from Calcutta to Simla and *vice versa* by the various Departments, it was decided that it would be injudicious to attempt to standardise these merely by leaving the names of the Departments blank, and each Department was left to get its own printed supply from the press.

30. No. 60, the list of papers sent daily between the Calcutta and Simla offices of Departments, was modified, so that being printed on badami paper each alternate sheet should be perforated, and the list being written over a sheet of carbon paper will provide at one operation the list for despatch and its office record. But 60*b*, a requisition on Calcutta for papers, used by two Departments, was considered unnecessary, and was cut out.

31. The forms used in the Record Rooms to specify the contents of the various bundles of papers (No. 61) were accepted; these formerly were printed separately for each Department. The titles of the various Branches of work dealt with in each Department can be supplied separately on slips and pasted on to the Record Forms.

32. Form 61*a* used in three Departments was abolished, and 62*a*, a Cash Book supplied to the Legislative Department on hand-made paper and to others on ordinary cheap stuff, was declared to be superfluous to all. Nos. 63*a* to 69 were all abolished, the consumption of all except 63*a* and 65 being considered too small to call for printing, and these two forms being prescribed Civil Account Code forms.

33. Considerable controversy was waged over Nos. 70 and 70*a*, the Detailed Pay Bills of office establishments. Some Departments preferred the Pay Bill and Acquittance Roll in one, and in some cases the names of the members of the establishment were printed in the bill. Exclusive of the Railway Department, which submitted no sample, the pay bills and acquittance rolls of the various Departments occupied some 150 pages, some of very large size, and all containing a good deal of rule work. After protracted discussion the Committee, by 7 votes to 2, decided that the pay bill and acquittance roll should be kept separate; that the names of the establishments should not be printed; and that the preferable shape of pay bill was on the long way of the sheet. The pay bill form in use in the Military Finance Secretariat, with slight alterations, was adopted; the finance experts of the Committee satisfying themselves that the headings regarding allowances, fund deductions, etc., were in order. Further, it was decided that the form should be made available in two sheets—an outer and an inner. The former contains information which is unnecessary on the inner sheet, and Departments will be able to use as many inner sheets as their

requirements demand, enclosing all in one outer sheet. As for the acquittance roll, the form in use in the Public Works Department, with one extra column, was adopted. The simplicity and economy of this form, as compared with the huge sheets of the Home Department, and the almost as large and still more costly paper used by the Department of Revenue and Agriculture are striking. Taking Pay Bill and Acquittance Roll together, it is fair to say that three-fourths of the former expenditure will be saved—probably more.

34. In No. 71 a blank form takes the place of 10 others, and the individual members of menial establishments on from Rs. 2 to Rs. 7 a month will no longer be dignified monthly with print as in the past in one Department. 72*a*, which provided a wealth of detail to be filled in by a clerk wanting a couple of days' casual leave, with provision for the record of its inspection by the Deputy Secretary, Registrar (twice), Superintendent of the Branch, Personal Assistant to the Registrar, and Treasurer has been abolished. So also has 75*a*, an almost equally detailed statement required to be prepared before a clerk obtained an annual increment. The special statement of services of a man about to retire, maintained in two Departments, has also been dispensed with.

35. Form 77, a printed monthly requisition for the supply of Stationery to the various branches of an office, has also been abolished, and in future it will be submitted in manuscript. Instead of putting figures against some proportion of fifty or more stationery articles detailed, the requisition will itself set out the things wanted.

36. A special Register of Stationery Issues (77*a*) was also maintained in some Departments, though the Stationery Office provides a stock form for the purpose. The special forms have gone.

37. No less than six Departments held stocks of Proposition Statements for the revision of Establishments, with the Departmental names attached, though there is a familiar prescribed form for this purpose. All have been abolished.

38. Nos. 79 and 80, making 18 forms, have been replaced by 2; and 81 and 81*a*, making 17 forms, have been discarded.

39. Form 82 comprises all the sheets on which official letters are issued. So far as the Home Department is concerned, it is understood that plain blank sheets are used, the whole of the matter eventually appearing on them being type-written. But in most Departments the sheets have printed headings, *e.g.*—

#### GOVERNMENT OF INDIA.

#### FINANCE DEPARTMENT.

and it was the opinion of the Committee that such an amount of printing for each separate Department requiring it was but decent. On the other hand it had been usual in some Departments to print also the names and designations of the several officers. This practice it was decided should be abandoned; and it was also resolved that the notice as to replies being addressed to the Department only, which appears in the forms of some Departments, need not be maintained. It was further decided that paper printed with the departmental name should ordinarily be supplied in two qualities—a 14lb. Country cream wove and Typewriting paper. But it was felt that a limited quantity of English cream wove paper 15lbs. should be available for special letters, though this would not be printed and supplied in ordinary course by the press.

40. There were 12 different forms for sending Post Copies of Telegrams to the Secretary of State. All the forms go.

41. Nos. 84 and 84*a*, slip blocks, white, red, and blue, were retained, but are to be issued blank, no names of Departments or other information being printed on them; and the same remarks apply to No. 85*a* to *g*, the Ordinary, Early, Urgent, and Immediate slips. The Labels enumerated under No. 86 were abolished, being considered unnecessary. Nos. 87 to 89 were retained; but 89*a* to *d* were removed from the list.

42. As to the Labels for boxes used for circulating papers to Hon'ble Members and others, it was decided that each Department should have a supply with

the name of Hon'ble Members printed, but not the names of any other officers, whilst a set of such slips, printed with the title of the Private Secretary to the Viceroy, was standardised for the use of all Departments.

43. The only other item in the originally proposed standard list which need be mentioned is No. 92b, a vernacular form used for returning vernacular petitions. These are understood to be somewhat extensively used in the Army, Finance and Revenue Departments, and as they vary in each case they were removed from the Standard list and inserted in the special lists of those Departments.

44. In the case of Envelopes and address labels, as in that of Forms, there is reason to know that samples of all those formerly and even presently used in some Departments were not sent in to the Controller of Printing—some Departments sending only those which after its own preliminary departmental review it was thought it might be advantageous to retain; and others overlooking some. Even then the total number sent in came to 1,202. By the time these had been examined and standardised in the Controller's office they had been reduced to 257; and this number, as shown in Appendix C, was submitted to the consideration of the Committee and its individual members. The eventual result of the work done is shown in the list at Appendix D, which contains 56 Standard envelopes, and 111 Special envelopes for Departments.

45. A very important point in connection with envelopes is the Franking. In the case of the adopted list of Standard envelopes alone, if the practice of printing special franks were continued, the number of special printings would be increased ten-fold even if only one frank were allowed for each Department; and in at least one Department the samples of official envelopes sent in showed that special franks were provided for 4 separate officers and the Head Clerk. The matter was not one originally referred to the Committee, but in the course of their sittings they became aware of proposals made for the abolition of the practice of franking altogether. They venture to express their entire concurrence with these proposals, believing that the advantages of obviating the enormous number of special printings that would be entailed by the retention of separate franks even on the Standard and Departmental envelopes now to be maintained would far outweigh the risks of the improper use of service stamps. They consider that each office using stamps is the proper agency to enforce checks upon their use; and though the Stamp and Despatch Registers would require more frequent and careful check than they have perhaps received in most offices in the past, the Committee are of opinion that this need not stand in the way.

46. But if, after full consideration of the matter, it is decided that franks must be retained, the Committee are unanimously of opinion that printed franks on official envelopes should be abolished; rubber stamps being used instead where the number of issues is large. Until such time as the question is decided, they would urge that orders for printing franks should be very carefully scrutinised in all offices, and the numbers kept as low as possible; and they believe that in some offices, having regard to stocks in hand, it should be possible to avoid any orders at all for the present.

47. As for the envelopes themselves, they require little explanation. Three standard sizes have been provided, both in paper and cloth lined. It has been ascertained that the smallest paper envelope, with two sheets of typewriting paper enclosed, can be carried for a half-anna stamp.

48. The Committee recognise that as regards the proper use of the envelopes provided Departments are mainly in the hands of duffries and despatchers. Cases in which Departments have been pilloried in the public press for the use of enormous covers to minute enclosures were probably the work of men on Rs. 12 or Rs. 15 a month. But on the other hand a case was brought to the Committee's notice in which two full sized foolscap envelopes were used to send a single sheet of foolscap paper, unfolded, when the contents might easily have been folded in two or even in four, as they were torn up immediately after perusal. In another a large cloth lined envelope was used to cover a quite unimportant communication from one Simla office to another, a quarter of a mile distant. And in one Department and perhaps in more, expensive hand-made paper, intended to be used for quite different purposes, has been made up into envelopes. These are all abuses which the Committee consider they should bring to the special



notice of Departments, with a view to the adoption of measures for their prevention. It is the Committee's opinion that the standard sizes and qualities of envelopes provided should meet all reasonable requirements; that the standard list of addresses provides for all general extensive correspondence; and that after allowing for the special wants of particular Departments, in the list of special printed addresses, blank envelopes should be used for the remaining correspondence of all Secretariat offices, the addresses being written in.

49. Special difficulty was experienced in dealing with the envelopes and address labels in use by the Legislative Department. That Department was not represented on the Committee, but had expressed its readiness to accept the Standard forms decided upon. Mr. Cogswell interviewed both the Secretary, Legislative Department, and the Registrar of that Department, and eventually it was agreed that so far as envelopes were concerned the standard sizes and standard addresses would suit that Department also; but that special arrangements would be required for covers for despatch of Bills and Council papers to the 60 Members of Council, the Editors of Newspapers, Local Governments, etc. It was also brought to notice that the distribution of Acts was undertaken by that Department direct, and that every time an Act had to be sent out nearly a thousand special labels had to be prepared. In the past it had been the practice to maintain specially printed envelopes of large size, and in the last session in Calcutta more than one order for these had to be sent to the press. The labels for packets were also stocked in large size. It is now proposed to have these addresses printed up more on the lines of the addresses used by newspapers, but somewhat larger—32 to a foolscap folio sheet—and they will be supplied by the press ready perforated, so that they can be torn off and pasted by the Department. There will be a very material saving here, with no sacrifice of convenience.

50. Coming now to the Forms which it was found impossible to standardise, since they are purely Departmental, it is desirable to explain that these were not considered by the Committee *as a body*, but advantage was taken of the special acquaintance which individual members had obtained of the Standard forms, when decided upon, to review further, in consultation with the Controller of Printing, such forms as were found to be unsuitable for standardisation but had escaped the Departmental shears already applied. In 1906 it was stated in general terms by several Departments that the forms they used admitted of little or no reduction; and one Department went so far as to say that all its forms were useful and the great majority indispensable. The atmosphere of the Committee appears to have been congenial to the growth of the abolition bacillus, and further heavy reductions in forms were brought about. It is unnecessary to go through these in detail, but the results in the various Departments may be summarised. It may be mentioned that the figures given in all cases include the letter forms, the record shells, the labels for boxes, slips for wooden boxes sent for circulation, and the labels for record bundles.

51. Pride of place must be given to the Military Finance Secretariat, for whose purposes, after allowing for the Standard Forms, 23 special forms remained. These have been reduced to five: namely, the five descriptions enumerated in the last paragraph.

52. The largest reductions were effected in the Railway Department, which formerly had 114 special forms, making 161 pages of print, some of the pages being of large size. Of the total, 83 forms, making 104 pages, have been abolished, and 31, occupying 57 pages, retained. And of the forms retained it is right to mention that some might more properly be described as Returns, the need for which is obvious.

53. Next in order comes the Army Department, which had 130 special forms making 162 pages; 88 forms of 93 pages are abolished, and 42 making 69 pages retained.

54. In the Home Department out of 131 forms, 66 making 70 pages are abolished, and 65 making 78 pages retained.

55. In the Legislative Department out of the former total of 105, 39 have been abolished, accounting for 51 pages, and 64 retained, making 70 pages.



56. The Department of Revenue and Agriculture possessed 80 forms, making 96 pages, but when the work of review was over it was found that 58 of these had disappeared, releasing 74 pages of type, and only 22, making 22 pages, remained.

57. The Foreign Department forms had more than once received attention. The preliminary work in connection with this Committee removed a number of forms from their list, but 76 remained, making 97 pages. It has now been agreed to reduce this number to 27, making 30 pages, whilst the 49 abolished made 67 pages.

58. The Public Works Department had 44 forms, of which 26 go and 18 remain, the number of pages being 34 and 25 respectively.

59. The Commerce and Industry Department out of 46 forms has abolished 24 and kept 22, those abolished making 29 pages and those retained 34.

60. The Finance Department appears last on the list for the reason that its forms took longer to look into than others. The original list sent in included amongst the *forms* a number of special compilations. These last it has been found necessary to retain : but 27 special forms, making 44 pages, have been abolished. The special forms retained number 38.

61. A list of the forms retained as special to each Department is attached to this Report (Appendix E), together with a concise tabular statement showing the disposal of all the forms dealt with.

62. One of the subjects referred to the Committee was the necessity or otherwise of a rule providing that no additions to the lists of forms should be made except on the personal signature of the Secretary in a Department.

63. The Committee were unanimously of opinion that so far as the Standard Forms are concerned no additions to or alterations in the forms now accepted should be allowed for one year after the forms come into general use. It was considered possible, though improbable, that experience might disclose the necessity of certain additions to the Standard List, but that its working should have a fair trial.

64. As regards Special Forms for particular Departments, the opinion was held that additions to the lists might be allowed under the orders of officers of or above the rank of Assistant Secretary. In any such cases copies of the forms to be introduced should be sent to the Controller of Printing; and it would in ordinary course be open to that officer to make any representations to the Department concerned as to the format, or even the need, of the form, that might seem to him necessary.

65. It was also considered that the practice of sending forms to be printed at the Simla Presses, as had been done in some cases in the past, should cease. The Standard and Special Forms now adopted will, in ordinary course, be kept ready printed in stock, or at all events in stereo plates, in most cases, at the Central Press, Calcutta; and the need for new forms would in no case be so urgent as to preclude the order for printing being sent to Calcutta. The approved lists attached to this Report will be recorded in the Press, for reference when orders are received: and, in the absence of competent authority, orders for forms not included in these lists will not be carried out.

66. As to File Boards, the Committee expressed the view that the names of Departments need not be printed on these, it being open to any Department to affix its rubber stamp to its boards. The class of board favoured was one of moderately stout strawboard, paper covered (brown paper being preferred to the ordinary badami colour), with broad tapes, and cloth lined flaps.

67. In the office memorandum of 27th January, which preceded the appointment of this Committee, it was stated that the enquiries instituted would include the forms in use in the Divisions of Army Head Quarters. It was not possible for the Committee to take up the *Special* forms for these Divisions—nor, as will be seen from the description given of the course adopted with reference to the Special forms of other Departments, would it have been in accordance with the practice there pursued to have done so. The Divisions are fairly numerous. But certain of the Standard Forms which it was tolerably obvious would be

suitable for their use were slightly modified to meet their requirements ; and it is understood that so soon as Lists and Specimens of the Standard forms are available for transmission to the Army Department they will be considered, along with existing Special Forms, by representatives of the various Divisions ; and, later, in consultation with the Controller of Printing.

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**List of Standard Forms proposed for use in the Imperial Secretariat Departments, submitted to the Forms Committee by Controller of Printing, Stationery and Stamps.**

No.	Description of Form.
1	Note Form Docket Sheet.
2	„ „ Continuation Sheet.
3	Routine Form 1st Sheet.
4	„ „ Continuation Sheet.
5	Docket Note Form for Despatches received from the Secretary of State.
6	Buff Sheet for His Excellency's cases.
7	Draft form for letters, etc., Single Sheet.
8	„ „ „ „ „ Continuation Sheet.
9	„ „ for Endorsement.
10	„ „ for Telegram.
(a)	„ „ for Unofficial and Official Memos.
(b)	Draft acknowledgment of letters from public bodies, etc.
11	Reminder, 1st.
12	„ 2nd.
13	„ Inter-Department.
14	„ Unofficial.
15	Unofficial Memo. returning original papers to Departments.
16	„ „ requisition for papers from Departments.
17	List of papers in a file sent unofficially to another Department.
18	Form for submission of Cuttings from Newspapers.
19	Advice of Extension of Leave or Permission to return to duty.
20	Report under the 3-Days Rule.
(a)	Arrear Reports, Weekly.
(b)	„ „ Monthly and Suspense Registers.
21	List of Despatches (and telegrams) from Secretary of State undisposed of.
22	Weekly list of cases disposed of by officers without reference to Honourable Member.
23	Holiday Notice Form.
24	Telephone Message Form.

No.	Description of Form.
25	Intimation to Honourable Member and Private Secretary to Viceroy re cases for Council.
(a)	Notes in the Department relating to cases for Council or His Excellency.
26	Quarterly List of Despatches from the Secretary of State remaining unanswered.
27	List showing Despatches received from or sent to the Secretary of State, submitted for perusal of Honourable Member or His Excellency.
28	General Register of Official Receipts.
29	Register of Official Receipts.
(a)	,, ,, under the File System.
30	,, ,, Official Issues.
31	,, ,, Unofficial Issues.
(a)	,, ,, Unofficial Receipts.
32	,, ,, Despatches received from the Secretary of State.
33	Register of letters issued to the Secretary of State (and others) at India Office.
34	Register of Papers sent to Press.
35	Register of Spare Copies.
36	Miscellaneous File Register.
37	Register of Demi-official Correspondence.
38	Register of Service Postage Stamps.
39	Attendance Register.
40	Peon Books,
41	Transit Book for Departmental use.
42	Register of cases sent to His Excellency and circulated.
43	Record Shells, Appendix to Proceedings (Not printed).
44	,, for B. and C. Proceedings.
45	,, Deposit Papers.
46	,, Filed Papers.
47	Abstract of Contents of A. and B. Proceedings.
(a)	Continuation Sheet.
48	Index Slip.
49	Requisition for Papers on Record Room and Library.

No.	Description of Form.
50	Press Slip for Recorded A Proceedings.
51	„ „ „ Current Papers.
52	Register of Cases Recorded, A, B, and C.
53	„ „ „ Deposited.
54	Register of Proceedings received in Record Room.
55	Cover for circulation of Local Government Proceedings and Books, etc., for perusal of Officers and Branches.
56	Memo. acknowledging receipt of Books from Home Department.
57	Register showing receipt and disposal of Proceedings of Local Governments.
(a)	Register of Books received monthly, half-yearly, etc.
(b)	Register of Daily and Weekly Newspapers.
(c)	Requisition on the Imperial Library for Books.
58	Register of distribution of Codes Correction Slips.
59	Weekly Report of Recording Work.
(a)	Monthly Progress Report on Recording.
(b)	Letter to Agent for Government Consignments, Calcutta.
(c)	List of Contents of Box Packets.
(d)	Memo. of Packages, Boxes, etc., despatched to Simla or Calcutta during month.
(e)	Label for boxes sent by Goods Passenger to Simla or Calcutta.
60	Papers sent daily by G. R. A. to Simla or <i>vice versa</i> .
(a)	Requisition on the Calcutta Office for Papers, etc.
61	Forms for use in Record Room to specify various bundles.
(a)	Letter to Railway authorities requesting despatch of goods by Rail.
62	Voucheer for Petty Contingent Expenditure.
(a)	Cash Book.
63	Office Contingent Charges Bill.
(a)	Register of Contingent Charges.
64	Calcutta Remittance List.
(a)	Calcutta Office Account Current.
65	Application for Pension or Gratuity.
66	Grain Compensation Allowance Bill.

No.	Description of Form.
67	House Rent Allowance Bill.
68	Travelling Allowance Bill for Gazetted Officers.
69	„ „ „ for Establishment and Acquittance Rolls.
70	Detailed Pay Bill of Permanent Establishment and Acquittance Roll.
71	Detailed Pay Bill of Temporary Establishment and Supplementary Bill of Permanent Establishment.
72	Receipt for the Salary of the Calcutta Office Establishment.
(a)	Application for Leave from Clerks.
73	Last Pay Certificate.
74	Absentee Statement.
75	Periodical Increment Sheets.
(a)	Office Notes on eligibility of a Clerk for annual increment.
(b)	Statement of services of a Clerk in an Office.
76	Requisition for Postage Stamps.
77	Requisition for Stationery.
(a)	Register of Monthly Receipts and Issues of Stationery.
78	Proposition Statement for Revision of Establishment.
79	List of Packets addressed to the Secretary of State.
80	List of Enclosures to Despatches to the Secretary of State.
81	Docket for Enclosures to Despatches to Secretary of State and Under Secretary of State.
(a)	Docket for letters to the Secretary of State and Under and Assistant Under Secretary of State for India.
82	Forms for the preparation of signature letters.
(a)	Forms for the preparation of post copies of telegrams of the Secretary of State and others.
83	List of Memorials withheld.
84	Slip Blocks, White.
(a)	„ „ Coloured.
85	Labels Early (large).
(a)	„ „ (small).
(b)	„ Urgent (large).
(c)	„ „ (small).



No.	Description of Form.
85(d)	Labels Immediate (large).
(e)	„ „ (small).
(f)	„ Confidential (large).
(g)	„ „ (small).
86(a)	„ To-day.
(b)	„ Draft despatch for approval.
(c)	„ Notification to issue.
(d)	„ Secret.
(e)	„ Gazette.
(f)	„ Mail.
87	Flags A to Z.
88	Slip Paper under Consideration.
(a)	„ Draft for approval.
89	„ Please see linked file.
(a)	„ Initials.
(b)	„ Signature.
(c)	„ Not to be cancelled.
(d)	„ Precedent.
90	Slip asking for copy of Notes and Orders.
(a)	Labels for wooden boxes for Private Secretary to the Viceroy, White.
(b)	„ „ „ „ „ „ Green.
(c)	„ „ „ „ „ „ Red.
(d)	„ „ „ „ „ „ Blue.
(e)	„ „ for circulation to Hon'ble Members, Green.
(f)	„ „ „ „ „ „ Red.
(g)	„ „ „ „ „ „ Blue.
(h)	Initials showing order in which Hon'ble Members are required to sign.
(i)	Memo. requesting Hon'ble Members to return Departmental papers after Council meeting.
91	Visitors' Memo.
92	Shorthand Writers' Note Books.

No.	Description of Form.
92(a)	List of attendance on Holidays.
(b)	Memo. returning petitions in the vernacular.
93	List of File Headings.
(a)	File Register, 1st sheet.
94	„ „ continuation sheet.
95	Label "Papers connected with despatch to His Majesty's Secretary of State for India," No. , dated
96	Demi-Official Note Papers.
97	List of Local Governments and Administrations.
98	Indent Form.
99	Endorsement forwarding copies of despatches received from Secretary of State.
100	List of Publications sent by Book Post direct to addressees.
101	Character Roll of Clerks.
102	Form of application for employment in Upper Clerical Division.
103	Endorsement transferring petitions.
104	List of Index Slips sent to Press.
105	Reminders on Press.
Total (including sub-heads) 162.	

**List of Standard Forms for use in the Imperial Secretariat Departments adopted  
by the Committee appointed to enquire into the Standardization of Forms.**

Standard Form No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
1	Note Form Docket Sheet . . . . .	F'cap. fol.	40lbs. C.L. Ctry. Dble. F'cap.	} Small stock to be ruled and issued on <i>special</i> requisition only.
2	„ „ Continuation Sheet . . . . .	„	40 lbs. „ „ „ „	
3	Routine Note Form . . . . .	„	24 lbs. Hf. Blehd. „ „	
4	Docket Note Form for Despatches received from the Secretary of State . . . . .	„	40 lbs. C. L. Ctry. „ „	
5	Buff Sheet for His Excellency's cases . . . . .	„	24 lbs. Hf. Blehd. „ „	
6	Draft form for letters, etc. . . . .	„	24 lbs. C. W. Ctry. „	
7	„ „ „ „ „ Continuation Sheet	„	24 lbs. „ „ „	
8	„ „ „ Endorsement . . . . .	„	24 lbs. Printing „	
9	„ „ „ Telegram . . . . .	„	24 lbs. „ „	
10	Reminder, 1st . . . . .	„	24 lbs. C. W. Ctry. „	
11	„ 2nd . . . . .	„	24 lbs. „ „ „	
12	„ Unofficial . . . . .	„	28 lbs. Printing „	
13	Memo. returning original papers to Departments	„	24 lbs. „ „ „	
14	Unofficial Memo. requisition for papers from Departments . . . . .	„	24 lbs. „ „ „	
15	List of papers in a file sent unofficially to another Department . . . . .	„	24 lbs. „ „ „	
16	Form for submission of Cuttings from News- papers . . . . .	„	20 lbs. „ „ „	
17	Advice of Extension of Leave or Permission to return to duty . . . . .	„	24 lbs. C. W. „ „	
18	Report under the $\frac{\text{Three}}{\text{Five}}$ -Days Rule . . . . .	„	24 lbs. Hf. Blehd. „	
19	Outturn for the week ending— . . . . .	„	28 lbs. „ „ „	
20	Balance of work in hand on the evening of—	„	28 lbs. „ „ „	
21	Arrear Report for the week— . . . . .	„	28 lbs. „ „ „	
22	List of undisposed of cases in the office, with Officers or other Depts., on the— . . . . .	F'cap.	28 lbs. „ „ „	
23	Reminder List . . . . .	„	24 lbs. Ptg. Dble. F'cap.	
24	List of despatches (and telegrams) from Secre- tary of State undisposed of . . . . .	F'cap. fol.	24 lbs „ „ „	May be bound or not as Departments desire.
25	Weekly list of cases disposed of by officers without reference to Honourable Member . . . . .	F'cap.	24 lbs. „ „ „	
26	Holiday Notice Form . . . . .	F'cap. 4to	20 lbs. „ „ „	
27	Intimation to Honourable Member and Private Secretary to Viceroy <i>re</i> cases for Council . . . . .	F'cap. fol.	24 lbs. C. W. Ctry. Dble. F'cap.	
28	Quarterly List of Despatches from the Secre- tary of State remaining unanswered . . . . .	F'cap.	24 lbs. Ptg. Dble. F'cap.	

Standard Form No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
29	List showing Despatches received from or sent to the Secretary of State, submitted for perusal of Honourable Member or His Excellency when on tour . . . . .	F'cap. fol.	24lbs. C.W. Ctry. Dble. F'cap.	
30	General Register of Receipts . . . . .	F'cap.	24 lbs. Ptg. Dble. F'cap.	May be bound or submitted in folio sheets as Departments desire.
31	Branch Diary or Register of Receipts . . . . .	"	24 lbs. " " "	
32	" " " Issues . . . . .	"	24 lbs. " " "	
33	" " " Despatches received from or issued to the Secretary of State . . . . .	"	24 lbs. " " "	
34	Register of Papers sent to Press . . . . .	"	24 lbs. " " "	
35	Register of Spare Copies . . . . .	"	24 lbs. Hf. Blehd., "	
36	Register of Service Postage Stamps . . . . .	"	24 lbs. Ptg. " "	
37	Attendance Register . . . . .	F'cap. 4to (20 leaves).	28 lbs. " " "	
38	Peon Books . . . . .	Demy 4to (100 leaves).	48 lbs. Ptg. Dble. Demy.	
39	Register of cases, etc., submitted to officers or circulated to His Excellency and Honourable Members . . . . .	F'cap.	28 lbs. Ptg. Dble. F'cap.	
40	Abstract of Contents of A. and B. Proceedings . . . . .	F'cap. fol.	24 lbs. " " "	
41	Continuation Sheet . . . . .	"	24 lbs. " " "	
42	Index Slip . . . . .	F'cap. 6mo.	24lbs. Hf. Blehd. Dble. F'cap.	To be supplied 4 to a folio if Departments desire.
43	Requisition for Papers on Record Room and Library . . . . .	"	24 lbs. " " "	
44	Receipt for Record A or Secret case sent to Press . . . . .	F'cap fol.	24 lbs. " " "	To be done up as block slip perforated.
45	Register of Cases Recorded, A. B. and C. . . . .	F'cap.	28 lbs. Ptg. Dble. F'cap.	
46	" " " Deposited . . . . .	"	24 lbs. " " "	
47	Register of Proceedings received in Record Room . . . . .	"	24 lbs. " " "	
48	Register of Books and Publications . . . . .	"	24 lbs. " " "	
49	Letter to Agent for Government Consignments, Calcutta . . . . .	F'cap. fol.	28 lbs. " " "	
50	Papers sent daily by Calcutta Office to Simla or vice versa . . . . .	"	16 lbs. Badami Dble. F'cap.	To be done up in blocks with alternate sheets perforated.
51	Forms for use in Record Room, Proofs . . . . .	"	20 lbs. Ptg. Dble. F'cap.	
52	" " " " " Miscellaneous File . . . . .	"	" " " "	
53	" " " " " Proceedings . . . . .	"	" " " "	
54	" " " " " Spare copies . . . . .	"	" " " "	
55	" " " " " Local Govts. . . . .	"	" " " "	
56	" " " " " Numbers . . . . .	"	" " " "	
57	" " " " " Months . . . . .	"	" " " "	
58	Voucher for Petty Contingent Expenditure . . . . .	F'cap. 6mo.	24 lbs. Hf. Blehd. Dble. F'cap.	

Standard Form No.	Description of Form.	Size of Form.	Description of Papers.	REMARKS.
59	Office Contingent Charges Bill . . . . .	F'cap folio.	28 lbs. Ptg. Dble. F'cap.	
60	Detailed Pay Bill of Permanent Establishment, Outer Sheet . . . . .	F'cap.	28 lbs. " " "	
61	Detailed Pay Bill of Permanent Establishment, Inner Sheet . . . . .	"	28 lbs. " " "	
62	Acquittance Roll . . . . .	"	28 lbs. " " "	
63	Detailed Pay Bill of Temporary Establishment	F'cap. fol.	28 lbs. " " "	
64	Receipt for the Salary of the Calcutta Office Establishment . . . . .	"	24 lbs. " " "	
65	Absentee Statement . . . . .	F'cap.	28 lbs. " " "	
66	Requisition for Postage Stamps . . . . .	F'cap. 6mo.	24 lbs. Hf. Blchd. Dble. F'cap.	
67	List of Packets addressed to the Secretary of State . . . . .	F'cap.	24 lbs. C. W. Ctry. Dble. F'cap.	
68	List of Enclosures to Despatches to the Secretary of State . . . . .	F'cap. fol.	24 lbs. " " "	
69	List of Memorials withheld . . . . .	F'cap.	24 lbs. " " "	
70	Slip Blocks, White . . . . .	F'cap. 6 mo.	24 lbs. Ptg. Dble. F'cap.	
71	" " Pink . . . . .	"	24 lbs. Pink " "	
72	" " Blue . . . . .	"	24 lbs. Blue " "	
73	Labels, Early (large) . . . . .	4 × 12½	40 lbs. Green, 16 × 25	
74	" Urgent (large) . . . . .	4 × 12½	40 lbs. Red "	
75	" " (small) . . . . .	2 × ½	(Offcuts) " "	
76	" Immediate (large) . . . . .	4 × 12½	40 lbs. Blue "	
77	" " (small) . . . . .	2 × ½	(Offcuts) " "	
78	" Confidential (large) . . . . .	4 × 12½	40 lbs. Yellow "	
79	" " (small) . . . . .	2 × ½	(Offcuts) " "	
80	Reference Slips, A to Z . . . . .	1 × 3½	40 lbs. Green "	
81	Slip Paper Under Consideration . . . . .	1½ × 3½	40 lbs. Pink "	
82	" Draft for approval . . . . .	"	40 lbs. Green "	
83	" Please see linked file . . . . .	"	40 lbs. Yellow "	
84	Slip asking for copy of Notes and Orders . . . . .	2½ × 3¼	Offcuts.	
85	Labels for wooden boxes for the Pte. Secy. to Viceroy, White . . . . .	4¼ × 8¼	24 lbs. White Ptg. Dble. F'cap.	} Supplied in slip blocks perforated.
86	" " " " Green . . . . .	4¼ × 8¼	24 lbs. Green Dble. F'cap.	
87	" " " " Red . . . . .	4¼ × 8¼	24 lbs. Pink " "	
88	" " " " Blue . . . . .	4¼ × 8¼	24 lbs. Blue " "	
89	Visitors' Memo. . . . .	5 × 3	Offcuts.	
90	Shorthand Writers' Note Books . . . . .	Demy 8vo.	40 lbs. Ptg. Dble. Demy.	
91	List of File Headings . . . . .	F'cap. fol.	24 lbs. Ptg. Dble. F'cap.	

Standard Form No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
92	File Register, 1st sheet . . . . .	F'cap.	28 lbs. Ptg. Dble. F'cap.	
93	File Register, Continuation sheet . . . . .	F'cap.	28 lbs. „ „ „	
94	Label "Papers connected with despatch to His Majesty's Secretary of State for India" No. dated . . . . .	F'cap. 6mo.	24 lbs. „ „ „	
95	List of Local Govts. and Administrations . . . . .	„	24 lbs. „ „ „	
96	Indent on Supdt. Govt. Printing for Forms . . . . .	F'cap fol.	24 lbs. Hf. Blehd. Dble. F'cap.	



सत्यमेव जयते

**List of Standard Envelopes proposed for use in the Imperial Secretariat Departments.**

No.	Description.	Size.	REMARKS.
1	(Unaddressed) ... ..	S.	
2	Ditto ... ..	M.	
3	Ditto ... ..	L.	
4	The Department ... ..	S.	
5	Ditto ... ..	M.	
6	Ditto ... ..	L.	
7	The Superintendent, Government Printing, India, Calcutta	S.	
8	Ditto ditto ... ..	M.	
9	The Superintendent, Government Central Branch Press, Simla	S.	
10	Ditto ditto ditto ... ..	M.	
11	The Publisher, Gazette of India ... ..	S.	
12	The Secretary to the Government of ... ..	S.	
13	Ditto ditto ... ..	M.	
14	The Hon'ble the Chief Commissioner ... ..	S.	
15	Ditto ditto ... ..	M.	
16	The Hon'ble the Agent to the Governor-General, ... ..	S.	
17	Ditto ditto ... ..	M.	
18	The Hon'ble the Resident ... ..	S.	
19	Ditto ... ..	M.	
20	The Comptroller, India Treasuries ... ..	S.	
21	Ditto ... ..	M.	
22	The Accountant-General ... ..	S.	
23	Ditto ... ..	M.	
24	The Telegraph Master ... ..	S.	
25	Esq., Registrar, Department ... ..	S.	
26	The Assistant in charge Department, Calcutta	S.	
27	The Private Secretary to His Excellency the Viceroy ... ..	S.	
28	Ditto ditto ... ..	M.	
29	Ditto ditto ... ..	L.	
30	The Hon'ble Member of the Governor-General's Council	S.	Names of members may be printed on slips and pasted ; or printed on envelopes as required.
31	Ditto Ditto ... ..	M.	
32	Ditto Ditto ... ..	L.	
33	His Excellency the Commander-in-Chief ... ..	S.	
34	Ditto ditto ... ..	M.	
35	Ditto ditto ... ..	L.	

S.—Small—10" x 5"—Paper 34 lbs. Manilla, Super-Royal.  
M.—Medium—16½" x 6½"—Paper 70 lbs. " "  
L.—Large—17½" x 13½"—White Cartridge 72 lbs. " "  
Confidential Medium—70 lbs.  
Large—20 lbs.



No.	Description.	Size.	REMARKS.
36	The Hon'ble Secretary, Government of India, Department	M.	Names may be printed on slips or on envelopes as required.
37	Ditto ditto ...	L.	
38	The Editor of the ...	S.	
39	The Secretary, Chamber of Commerce ...	S.	
40	Confidential (or Senior Officer present) ...	15½ x 12½	Cloth lined.
41	Ditto ditto ...	14½ x 5½	
42	(Unaddressed) ...	S.	
43	Ditto ...	M.	
44	Ditto ...	L.	Do.
45	His Majesty's Secretary of State for India, India Office, London ...	M.	Do.
46	Ditto ditto ditto ...	L.	Do.
47	The Secretary, Revenue and Statistics, Dept., India Office, London ...	M.	White cartridge paper 50 lbs.
48	(Unaddressed) ...	S.	
49	India Office, London ...	S.	
50	His Majesty's Under Secretary of State for India ...	S.	
51	Ditto ditto ...	M.	Do.
52	.....		
DEPARTMENTAL.			
53	The Secretary and Treasurer, Bank of ...	S.	Finance.
54	The Inspector-General of Excise and Salt ...	S.	Do.
55	The Commissioner, Northern India Salt Revenue ...	S.	Do.
56	The Mint Master ...	S.	Do.
57	The Assay Master ...	S.	Do.
58	The Comptroller ...	S.	Do.
59	The Head Comr. of Paper Currency ...	S.	Do.
60	The Controller of Military Accounts ...	S.	Military Finance.
61	The Controller of Military Supply Accounts, Koila Ghat Street, Calcutta.	S.	Do.
62	The Accountant General, Public Works Department ...	S.	Public Works.
63	The Director-General of Military Works ...	S.	Do.
64	The Electrical Adviser to the Government of India, Bhowanipur, Calcutta.	S.	Do.
65	The Executive Engineer ...	S.	Do.
66	The Division ...	S.	Army.
67	Ditto ...	M.	Do.
68	Ditto ...	L.	Do.
69	The Director, Royal Indian Marine, R. I. M. Dockyard ...	M.	Do.
70	The Examiner of Royal Indian Marine Accounts, R. I. M. Dockyard, Bombay.	M.	Do.

No.	Description.	Size.	REMARKS.
71	The Agent General in India, for British Protectorate, etc., Bombay ...	M.	Army.
72	The Director-General, Indian Medical Service ...	S.	Do.
73	Ditto ditto ...	M.	Do.
74	Ditto ditto ...	L.	Do.
75	The General Officer Commanding ...	S.	Do.
76	The Officer Commanding ...	S.	Do.
77	The Principal Medical Officer ...	S.	Do.
78	The Director-General of Ordnance ...	S.	Do.
79	Ditto ...	M.	Do.
80	The Chief of the Staff... ...	S.	Do.
81	Ditto ...	M.	Do.
82	The Quarter Master General ...	S.	Do.
83	Ditto ...	M.	Do.
84	The Adjutant General in India ...	S.	Do.
85	Ditto ...	M.	Do.
86	The Director-General of Commercial Intelligence ...	S.	Commerce and Industry.
87	Ditto ditto ...	M.	Do.
88	The Director-General of Telegraphs ...	S.	Do.
89	Ditto ditto ...	M.	Do.
90	The Director-General of Post Office ...	S.	Do.
91	Ditto ditto ...		Do.
92	The Private Secretary to His Honour the Lieutenant-Governor ...	S.	Legislative.
93	The Registrar, High Court, Side ...	S.	Do.
94	The Honorary Secretary ...	S.	Do.
95	The Permanent Under Secretary of State for India ...	M.	Cloth lined.
96	The Surveyor-General of India ...	S.	Revenue and Agriculture.
97	The Inspector-General of Agriculture ...	S.	Do.
98	The Inspector-General of Civil Veterinary Department ...	S.	Do.
99	The Inspector-General of Forests... ...	S.	Do.
100	The Director-General of Observatories ...	S.	Do.
101	Director of Botanical Survey ...	S.	Do.
102	Secretary, Board of Scientific Advice ...	S.	Do.
103	His Britannic Majesty's Consul ...	S.	Foreign.
104	His Britannic Majesty's Consul-General and Agent to the Government of India in Khorasan, etc.	S.	Do. Cloth lined.
105	The Resident ...	S.	Do.
106	The Political Resident ...	S.	Do. Cloth lined.

No.	Description.	Size.	REMARKS.
107	The Inspector-General, Imperial Service Troops ... ..	S.	Foreign.
108	Ditto ditto ... ..	M.	Do.
109	The Political Agent ... ..	S.	Do.
110	C/o the Hon'ble Agent to the Governor-General in Baluchistan, Quetta	S.	Do. Cloth lined.
111	The British Trade Agent ... ..	M.	Do. Do.
112	His Excellency the Rear Admiral, Commander-in-Chief, etc., etc. ...	S.	Do. Do.
113	His Britannic Majesty's Charge d'Affaires ... ..	S.	Do. Do.
114	His Britannic Majesty's Envoy Extraordinary and Minister Plenipotentiary at the Court of	S.	Do. Do.
115	The Superintendent, Office of the Hon'ble the Agent to the Governor-General and Chief Commissioner, North-West Frontier Province, Peshawar.	M.	Do. Do.
116	The Director of Criminal Intelligence ... ..	S.	Do.
117	Ditto ditto ... ..	M.	Do.
118	The Commissioner ... ..	S.	Do.
119	His Majesty Amir Sir Habibullah Khan, etc....	M.	Do. Do.
120	The Superintendent, Port Blair ... ..	S.	Home. Cloth lined.
121	Ditto ... ..	M.	Do.
122	The Agent for Government Consignments ... ..	S.	Do.
123	The Director, Agricultural Research Institute, Pusa ... ..	S.	Do.
124	The Manager, Railway ... ..	S.	Do.
125	The Director of Public Instruction ... ..	S.	Do.
126	The Secretary, Royal Asiatic Society ... ..	S.	Do.
127	Le Bibliothe' caire Societe Asiatique, Paris, France ... ..	S.	Do.
128	The Secretary, American Oriental Society, etc., Connecticut, U. S. A.	S.	Do.
129	The Secretary, British Museum, London ... ..	S.	Do.
130	Indian Museum, Calcutta ... ..	S.	Do.
131	The Librarian, Library ... ..	S.	Do.
132	The Librarian, Library of Medical Faculty, etc., America...	S.	Do.
133	The Chief Librarian and Secretary, Public Library, etc., Melbourne, Australia.	S.	Do.
134	The Director, Universitäts Bibliothek, Bonn, Germany ... ..	S.	Do.
135	Dr. Sten Konow. Ph. D., etc., Norway ... ..	S.	Do.
136	The Registrar and Superintendent of Records, India Office, London ...	S.	Do.
137	India Office The Contents of Box No. of 1909 ...	S.	Do.
138	The Secretary, Board of Examiners ... ..	S.	Do.
139	The Registrar, University ... ..	S.	Do.
140	The Bishop's Chaplain, the Palace, Chowringhee, Calcutta ...	M.	Do.
141	The Officer-in-Charge of the Records, etc., Calcutta ... ..	S.	Do.
142	The Director-General of Education ... ..	S.	Do.

No.	Description.	Size.	REMARKS.
143	The Administrator-General of Bengal ... ..	S.	Home.
144	The Director-General of Archæology ... ..	M.	Do.
145	His Britannic Majesty's Ambassador Extraordinary and Plenipotentiary at Constantinople.	S.	Do.
146	The Premier and Minister for External Affairs, etc., Melbourne ...	M.	Do. Cloth lined.
147	The Hon'ble the Colonial Secretary ... ..	S.	Do.
148	The Registrar, Royal College of Physicians, London ... ..	M.	Do. Cloth lined.
149	Copy of a telegram sent to His Majesty's Secretary of State for India on the	S.	Do.
150	The Consul for ... ..	S.	Do.
151	The Consul-General for ... ..	S.	Do.
152	The Public Health Department, Goa ... ..	S.	Do.
153	The Army Department ... ..	M.	Army Head-Quarters.
154	Ditto ... ..	L.	Do.
155	The Secretary, War Office, London ... ..	M.	Do. Cloth lined.
156	The Military Secretary to His Excellency the Commander-in-Chief ...	M.	Do.
157	The Sanitary Officer, Division ... ..	S.	Principal Medical Officer.
158	The Principal Medical Officer, Division Brigade ... ..	M.	Do.
159	The Sanitary Commissioner ... ..	S.	Do.
160	Do. do. ... ..	M.	
161	The Judge Advocate General ... ..	M.	Judge Advocate General.
162	The Deputy Judge Advocate General, London ... ..	M.	Do.
163	The Superintendent, Remount Depôt ... ..	M.	Quarter Master General.
164	The Inspector of Army Schools, Circle ... ..	M.	Adjutant General in India.
165	The President of the Board of Examination, etc., etc. ... ..	L.	Cloth lined.
166	Director General of Military Works ... ..	M.	Director General of Ordnance.
167	Examiner of Accounts, Military Works Services ... ..	M.	Do.
168	The Agent, South Indian Railway ... ..	S.	Railway.
169	Ditto ditto ... ..	M.	Do.
170	Ditto Bengal-Nagpur Railway ... ..	S.	Do.
171	Ditto ditto ... ..	M.	Do.
172	Ditto Burma Railways ... ..	S.	Do.
173	Ditto ditto ... ..	M.	Do.
174	Ditto East Indian Railway ... ..	S.	Do.
175	Ditto ditto ... ..	M.	Do.
176	Ditto Malwa and Southern Mabratta Railway ... ..	S.	Do.
177	Ditto ditto ... ..	M.	Do.
178	Ditto Great Indian Peninsula Railway ... ..	S.	Do.
179	Ditto ditto ... ..	M.	Do.

No.	Description.				Size.	REMARKS.
180	The Agent, Rohilkund and Kumaon Railway ... ..				S.	Railway.
181	Ditto ditto ... ..				M.	Do.
182	Ditto Bengal and North-Western Railway ... ..				S.	Do.
183	Ditto ditto ... ..				M.	Do.
184	Ditto Assam Bengal Railway ... ..				S.	Do.
185	Ditto ditto ... ..				M.	Do.
186	Ditto Bombay, Baroda and Central India Railway ... ..				S.	Do.
187	Ditto ditto ... ..				M.	Do.
188	The Manager, Oudh and Rohilkhand Railway ... ..				S.	Do.
189	Ditto ditto ... ..				M.	Do.
190	Ditto Eastern Bengal State Railway ... ..				S.	Do.
191	Ditto ditto ... ..				M.	Do.
192	Ditto North-Western Railway ... ..				S.	Do.
193	Ditto ditto ... ..				M.	Do.
194	The Government Examiner of Railway Accounts ... ..				S.	Do.
195	Ditto ditto ... ..				M.	Do.
196	The Engineer-in-Chief ... ..				S.	Do.
197	Ditto ditto ... ..				M.	Do.
198	The Government Inspector of Railways, Circle No. ... ..				S.	Do.
199	Ditto ditto ... ..				M.	Do.
200	The Government Director of Railways, India Office, London ... ..				Fools-cap folio.	Do.
ADDRESS LABELS.						
<i>By <math>\frac{\text{Packet}}{\text{Parcel}}</math> Post. On His Majesty's Service.</i>						
201	(Unaddressed) ... ..				8½ x 4½	General.
202	The Secretary to the Government of ... ..					
203	The Hon'ble the Agent to the Governor-General ... ..					
204	The Hon'ble the Chief Commissioner ... ..					
205	The Hon'ble the Resident ... ..					
206	His Majesty's Secretary of State for India, etc. ... ..					
207	The Secretary to the Burma ... ..					Legislative.
208	The Commissioner, Burma ... ..					Do.
209	The Registrar to the Chief Commissioner, Burma ... ..					Do.
210	The Judge of the Divisional Court, Division, Burma ... ..					Do.
211	The Judge of the District Court, District, Burma ... ..					Do.
212	The Additional District Judge, Burma ... ..					Do.
213	The Government Prosecutor, Burma ... ..					Do.

No.	Description.	Size.	REMARKS.
214	The Commissioner, Division, Burma... ..		Legislative.
215	The Deputy Commissioner, District, Burma ... ..		Do.
216	The Sub-Divisional Officer, Sub-Division, Burma ... ..		Do.
217	The Conservator of Forests, Circle, Burma ... ..		Do.
218	The Deputy Conservator of Forests, Division, Burma ... ..		Do.
219	The Sub-Divisional Forest Officer, Burma ... ..		Do.
220	The Deputy Inspector-General of Police, Burma ... ..		Do.
221	The District Superintendent of Police, Burma ... ..		Do.
222	The Superintendent, Central Jail, Burma ... ..		Do.
223	The Superintendent, District Jail, Burma ... ..		Do.
224	The Superintending Engineer, Circle, Burma ... ..	8½ x 4½	Legislative Department.
225	The Executive Engineer, Division, Burma ... ..		Do.
226	The Assistant Superintendent, Division, Burma ... ..		Do.
227	The Cantonment Magistrate, Burma ... ..		Do.
228	Names of the Members of the Council ... ..		
229	The Home Department, Section ... ..		Home Department.
230	The Superintendent, Port Blair ... ..		Do.
231	The Sanitary Commissioner ... ..		Do.
232	The Director of Criminal Intelligence ... ..		Do.
233	The Director, Agricultural Research, etc., Pusa ... ..		Do.
234	The Inspector-General of ... ..		Do.
235	The Chief Inspector of Explosives ... ..		Do.
236	The Manager, Railway ... ..		Do.
237	The Registrar, University ... ..		Do.
238	The Curator, Lahore Museum, Lahore ... ..		Do.
239	The Librarian, Library ... ..		Do.
240	The Hon'ble the Colonial Secretary ... ..		Do.
241	The Registrar and Superintendent of Records, India Office, London ..		Do.
242	The Secretary, British Museum, London ... ..		Do.
243	The Secretary, Museum Committee, Fyzabad ... ..		Do.
244	The Secretary and Librarian, Royal Asiatic Society, London ... ..		Do.
245	Le Bibliothe' caire, etc., Paris ... ..		Do.
246	The Secretary, American Oriental Society, etc., Connecticut, U. S. A.		Do.
247	The Secretary, Royal Asiatic Society ... ..		Do.
248	The Librarian, Library of the Medical Faculty, etc., Canada, America		Do.
249	The Chief Librarian and Secretary, Public Library, Melbourne ... ..	8½ x 4½	Home Department.
250	The Director, Universtats Bibliothek, Bonn, Germany ... ..		Do.

No.	Description.	Size.	REMARKS.
251	Dr. Sten Konnow, Ph. D., Christiania, Norway ... ..		Home Department.
252	India Office—Packet Nos. ... ..		Do.
253	India Office—Packet No. The Gazette of India No. , etc., etc.		Do.
254	The Officer Commanding, Hospital ... ..		Principal Medical Office Division.
255	The General Officer Commanding, <u>Division</u> Brigade ... ..		Do.
256	The Principal Medical Officer ... ..		Do.
257	Cloth lined bands, 4 sizes ... ..		Do.





List of Standard addressed Envelopes adopted by the Forms Committee for use in the Imperial Secretariat Departments.

No.	Description.						Size.	REMARKS.
1	(Unaddressed)	...	...	...	...	...	S.	
2	Ditto	...	...	...	...	...	M.	
3	Ditto	...	...	...	...	...	L.	
4	The	Department	...	...	...	...	S.	
5		Ditto	...	...	...	...	M.	
6		Ditto	...	...	...	...	L.	
7	The Superintendent, Government Printing, India, Calcutta						S.	
8	Ditto	ditto	...	...	...	...	M.	
9	The Superintendent, Government Central Branch Press, Simla						S.	
10	Ditto	ditto	ditto	...	...	...	M.	
11	The Publisher, Gazette of India			...	...	...	S.	
12	The Secretary to the Government of			...	...	...	S.	
13	Ditto	ditto	...	...	...	...	M.	
14	The Hon'ble the Chief Commissioner			...	...	...	S.	
15	Ditto	ditto	...	...	...	...	M.	
16	The Hon'ble the Agent to the Governor-General			...	...	...	S.	
17	Ditto	ditto	...	...	...	...	M.	
18	The Hon'ble the Resident			...	...	...	S.	
19	Ditto	...	...	...	...	...	M.	
20	The Comptroller, India Treasuries			...	...	...	S.	
21	Ditto	...	...	...	...	...	M.	
22	The Accountant-General			...	...	...	S.	
23	Ditto	...	...	...	...	...	M.	
24	The Telegraph Master			...	...	...	S.	
25	Registrar	Department	...	...	...	...	S.	
26	The Assistant in charge			Department, Calcutta	...	...	S.	
27	The Private Secretary to His Excellency the Viceroy			...	...	...	S.	
28	Ditto	ditto	...	...	...	...	M.	
29	Ditto	ditto	...	...	...	...	L.	
30	The Hon'ble			Member of the Governor-General's Council	...	...	S.	
31	Ditto	...	ditto	...	...	...	M.	
32	Ditto	...	ditto	...	...	...	L.	
33	His Excellency the Commander-in-Chief			...	...	...	S.	
34	Ditto	ditto	...	...	...	...	M.	
35	Ditto	ditto	...	...	...	...	L.	

S. = Small = 11" x 5" = Paper 34 lbs. Manila, Super-Royal.  
M. = Medium = 16½" x 6½" = Paper 70 lbs. "  
L. = Large = 17½" x 13½" = White Cartridge 72 lbs. "  
Confidential Medium = 70 lbs.  
Large = 50 lbs.

No.	Description.					Size.	REMARKS.
36	The Hon'ble	Secretary, Government of India,		Department		M.	
37		Ditto		ditto	...	L.	
38	The Editor of the	...	...	...	...	S.	
39	<i>Confidential</i>	(or Senior Officer present)			...	15½ x 12½.	
40		Ditto		ditto	...	14½ x 5½.	
41	(Unaddressed)	...	...	...	...	S.	Cloth lined.
42	Ditto	...	...	...	...	M.	Do.
43	Ditto	...	...	...	...	L.	Do.
44	His Majesty's Secretary of State for India, India Office, London				...	M.	Do.
45	Ditto		ditto	ditto	...	L.	Do.
46		India Office, London...	...	...	...	S.	White cartridge paper 50 lbs.
47	His Majesty's Under Secretary of State for India				...	S.	Do.
48	Ditto		ditto	...	...	M.	Do.
DEPARTMENTAL.							
49	The Secretary and Treasurer, Bank of				...	S.	Finance.
50	The Inspector-General of Excise and Salt				...	S.	Do.
51	The Commissioner, Northern India Salt Revenue				...	S.	Do.
52	The Mint Master	...	...	...	...	S.	Do.
53	The Assay Master	...	...	...	...	S.	Do.
54	The Head Comr. of Paper Currency				...	S.	Do.
55	The Controller of Military Accounts				...	M.	Military Finance.
56	The Director-General of Military Works				...	S.	Public Works.
57	Ditto		ditto	...	...	M.	Do.
58	The Director, Royal Indian Marine, R. I. M. Dockyard				...	M.	Army.
59	The Director-General, Indian Medical Service				...	S.	Do.
60	Ditto		ditto	...	...	M.	Do.
61	The General Officer Commanding				...	S.	Do.
62	Ditto		ditto	...	...	M.	Do.
63	The Principal Medical Officer				...	S.	Do.
64	Ditto		ditto	...	...	M.	Do.
65	The Director-General of Ordnance in India				...	S.	Do.
66	Ditto		...	...	...	M.	Do.
67	The Chief of the General Staff				...	S.	Do.
68	Ditto		...	...	...	M.	Do.
69	The Quarter Master General in India				...	S.	Do.
70	Ditto		...	...	...	M.	Do.

No.	Description.					Size.	REMARKS.	
71	The Adjutant General in India ... ..					S.	Army.	
72	Ditto ... ..					M.	Do.	
73	The Director-General of Commercial Intelligence ... ..					S.	Commerce and Industry.	
74	The Director-General of Telegraphs ... ..					S.	Do.	
75	The Director-General of the Post Office of India ... ..					S.	Do.	
76	The Private Secretary to His Honour the Lieutenant-Governor ... ..					S.	Legislative.	
77	The Registrar, High Court Side ... ..					S.	Do.	
78	The Permanent Under Secretary of State for India ... ..					M.	Cloth lined.	
79	The Surveyor General of India ... ..					S.	Revenue and Agriculture.	
80	The Inspector-General of Agriculture ... ..					S.	Do.	
81	The Inspector-General of Civil Veterinary Department ... ..					S.	Do.	
82	The Inspector-General of Forests... ..					S.	Do.	
83	The Director-General of Observatories ... ..					S.	Do.	
84	His Britannic Majesty's Consul ... ..					S.	Foreign.	
85	His Britannic Majesty's Consul-General and Agent to the Government of India in Khorasan, etc.					S.	Do.	Cloth lined.
86	Ditto	ditto	...	...	...	M.	Do.	Do.
87	The Political Resident ... ..					S.	Do.	Do.
88	The Inspector-General, Imperial Service Troops ... ..					S.	Do.	
89	Ditto	ditto	...	...	...	L.	Do.	
90	The Political Agent ... ..					S.	Do.	
91	The British Trade Agent ... ..					S.	Do.	Cloth lined.
92	His Britannic Majesty's Envoy Extraordinary and Minister Plenipotentiary at the Court of—					S.	Do.	Do.
93	The Director of Criminal Intelligence ... ..					S.	Do.	
94	Ditto	ditto	...	...	...	M.	Do.	
95	His Majesty Amir Sir Habibullah Khan, etc. ... ..					M.	Do.	Do.
96	The Superintendent, Port Blair ... ..					S.	Home, Cloth lined.	
97	Ditto ... ..					M.	Do.	
98	His Britannic Majesty's Ambassador Extraordinary and Plenipotentiary at Constantinople.					S.	Do.	
99	The Premier and Minister for External Affairs, etc., Melbourne ... ..					M.	Do.	Cloth lined.
100	The Hon'ble the Colonial Secretary ... ..					S.	Do.	
101	The Registrar, Royal College of Physicians, London ... ..					M.	Do.	Cloth lined.
102	The Consul for ... ..					S.	Do.	
103	The Consul-General for ... ..					S.	Do.	
104	The Public Health Department, Goa ... ..					S.	Do.	
105	The Agent, South Indian Railway ... ..					S.	Railway.	
106	Ditto	ditto	...	...	...	M.	Do.	

No.	Description.					Size.	REMARKS.
107	The Agent, Bengal-Nagpur Railway ... ..					S.	Railway.
108	Ditto ditto ... ..					M.	Do.
109	Ditto Burma Railways ... ..					S.	Do.
110	Ditto ditto ... ..					M.	Do.
111	Ditto East Indian Railway ... ..					S.	Do.
112	Ditto ditto ... ..					M.	Do.
113	Ditto Malwa and Southern Mahratta Railway ... ..					S.	Do.
114	Ditto ditto ... ..					M.	Do.
115	Ditto Great Indian Peninsula Railway ... ..					S.	Do.
116	Ditto ditto ... ..					M.	Do.
117	Ditto Rohilkund and Kumaon Railway ... ..					S.	Do.
118	Ditto ditto ... ..					M.	Do.
119	Ditto Bengal and North-Western Railway ... ..					S.	Do.
120	Ditto ditto ... ..					M.	Do.
121	Ditto Assam-Bengal Railway ... ..					S.	Do.
122	Ditto ditto ... ..					M.	Do.
123	Ditto Bombay, Baroda and Central India Railway ... ..					S.	Do.
124	Ditto ditto ... ..					M.	Do.
125	The Manager, Oudh and Rohilkhand Railway ... ..					S.	Do.
126	Ditto ditto ... ..					M.	Do.
127	Ditto Eastern Bengal State Railway ... ..					S.	Do.
128	Ditto ditto ... ..					M.	Do.
129	Ditto North-Western Railway ... ..					S.	Do.
130	Ditto ditto ... ..					M.	Do.
131	The Government Examiner of Railway Accounts ... ..					S.	Do.
132	Ditto ditto ... ..					M.	Do.
133	The Engineer-in-Chief ... ..					S.	Do.
134	Ditto ditto ... ..					M.	Do.
135	The Government Inspector of Railways, Circle No. ... ..					S.	Do.
136	Ditto ditto ... ..					M.	Do.
137	The Government Director of Railways, India Office, London ... ..					F'cap. fol.	Do.
138	The Army Department ... ..					M.	Army Head-Quarters.
139	Ditto ... ..					L.	Do.
140	The Secretary, War Office, London ... ..					M.	Do. Cloth lined.
141	The Military Secretary to His Excellency the Commander-in-Chief ... ..					M.	Do.
142	The Principal Medical Officer <div>Division Brigade</div> ... ..					M.	Principal Medical Officer.

No.	Description.	Size.	REMARKS.
143	The Deputy Judge Advocate General, London ...	M.	Judge Advocate General.
144	The Superintendent, Remount Depôt ...	M.	Cloth lined. Quarter Master General.
145	The Inspector of Army Schools, Circle ...	M.	Adjutant General in India.
146	The President of the Board of Examination, etc., etc. . ...	L.	Cloth lined.
ADDRESS LABELS.			
	<i>By Packet Post.</i>		<i>On His Majesty's Service.</i>
	<i>Parcel</i>		
147	(Unaddressed) ...	8½ × 4½	General.
148	The Secretary to the Government of— ...		
149	The Hon'ble the Agent to the Governor-General ...		
150	The Hon'ble the Chief Commissioner ...		
151	The Hon'ble the Resident ...		
152	His Majesty's Secretary of State for India, etc. ...		
153	The Superintendent, Government Printing, India, Hastings Street, Calcutta.		
154	The Superintendent, Government Central Branch Press, Simla ...		
155	The Home Department Section ...		Home.
156	The Superintendent, Port Blair ...		Do.
157	The Director of Criminal Intelligence ...		Do.
158	The Librarian Library ...		Do.
159	The Hon'ble the Colonial Secretary ...		Do.
160	The Registrar and Superintendent of Records, India Office, London...		Do.
161	India Office—Packet No. The Gazette of India No. , etc., etc.		Do.
162	His Majesty's Secretary of State for India, By Post ...		Army. Cloth lined.
163	Ditto ditto By Steamer...		Do.
164	The Officer Commanding Hospital ...		Principal Medical Officer's Division.
165	The General Officer Commanding <u>Division</u> <u>Brigade</u> ...		Do.
166	The Principal Medical Officer ...		Do.
167	Cloth lined bands, 4 sizes ...		Do.



सत्यमेव जयते

## APPENDIX E.

### List of special forms retained by the Committee appointed to enquire into the Standardisation of Forms.

No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
<b>Commerce and Industry Department.</b>				
1	Label showing names of officers and branches for circulating books and papers, etc.	F'cap. 4to	20lbs. Printing Double F'cap.	
2	Register of communications received from mercantile bodies, firms, etc.	F'cap.	24lbs. " "	
3	Register of records destroyed monthly...	"	28lbs. " "	
4	Consolidated Return No. 18 showing quantity and value of articles liable to import duty, etc.	F'cap. fol.	28lbs. " "	
5	Grade promotions and reversions in Imperial Customs Department.	F'cap.	28lbs. " "	
6	Label forwarding customs circulars ...	6" x 4"	24lbs. " "	
7	List of subscribers to the Indian Art and Industry Journal.	F'cap.	28lbs. " "	
8	Post Card <i>re</i> price copies credited to Government.	3" x 4½"	As per sample.	
9	Quarterly distribution list of the Journal of Indian Art and Industry.	F'cap. fol.	24lbs. "	
10	Label 'Special Bag' ...	2½" x 4½"	As per sample.	
11	Address Label for leather Bags sent to Honourable Member or Secretary when on tour.	3½" x 6½"	Pulp Board.	
12	Label for tin boxes (white, green, red and blue).	2" x 4"	As per sample.	
13	Label of list of subordinate officers ...	"	24lbs. Printing Double F'cap.	
14	Label for boxes containing Government records sent by Rail between Calcutta and Simla.	F'cap. fol.	24lbs. " "	
15	Record shell for B cases ...	F'cap.	30lbs. Green and Badami.	
16	" " Deposit papers ...	"	30lbs. Green.	
17	" " Appendix to proceedings.	"	30lbs. "	
18	" " filed papers ...	"	30lbs. "	
19	Slips for wooden boxes for circulation to Honourable Members (white, green, red and blue).	4 x 12½"	.....	
20	Slip with the names of Honourable Members printed.	...	.....	As per sample.
21	Form for preparation of signature letters	F'cap. fol.	28lbs. Cy. Cr. W. Double F'cap.	Or typewriting paper if required.
22	List of Headings for Record Bundles ...	"	24lbs. Printing "	



No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
<b>Foreign Department.</b>				
1	Memorandum intimating transmission of papers to the Secretary, Political Department, India Office, London, by Foreign Secretary's weekly letter.	F'cap. fol.	28lbs. Printing Double F'cap.	
2	Statement of certain particulars to be filled in by an applicant for employment in a Native State or under the Foreign Department.	"	28lbs. " "	
3	Receipt by subordinate officers for secret or confidential books.	"	28lbs. " "	
4	Draft Sanad for inferior Title ...	"	28lbs. " "	All black.
5	Draft Sanad for a superior Title ...	"	28lbs. " "	All yellow.
6	Draft letter of enquiry in regard to the appointment of a Foreign Consular Officer.	"	28lbs. " "	
7	Draft notification recognising ditto ...	"	28lbs. " "	
8	Draft notification confirming the provisional appointment of ditto.	"	28lbs. " "	
9	Draft letter forwarding grant, etc., for delivery to a member of the Star of India or Indian Empire Order.	"	28lbs. " "	
10	Covenant to be executed by members of the Star of India and Indian Empire Orders.	"	15lbs. English F'cap.	
11	Requisition on the Adjutant-General in India for the services of officers.	"	28lbs. Cy. Cr. W. Double F'cap.	
12	Signature copy of letter returning petition or memorial.	"	28lbs. " "	
13	Signature copy of license to export arms, etc.	"	28lbs. Printing Double F'cap.	
14	Recorder's countermarking book ...	"	24lbs. " "	
15	Monthly Record room arrear List ...	"	24lbs. " "	
16	Library Issue Register ...	F'cap.	28lbs. " "	
17	Toshakhana cash contingent book ...	Royal	32lbs. Royal White Printing.	
18	Toshakhana Receipt and Issue Store Book.	Super Royal	" " " "	
19	Press slip for current papers ...	F'cap. fol.	24lbs. Printing Double F'cap.	
20	Draft reply to an official applicant for employment under the Finance Department.	"	28lbs. " "	
21	Draft reply to non-official ditto ...	"	28lbs. " "	
22	List of administrations and subordinate officers.	6" x 5"	24lbs. " "	
23	Signature copy of Warrant under Regulation III of 1818.	F'cap.	Hand-made.	
24	Record shell for B. cases ...	"	As per sample.	

No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
Foreign Department—concl'd.				
25	Label for boxes containing records sent by rail between Calcutta and Simla.	F'cap. fol.	As per sample.	As per sample.
26	Slips for wooden boxes circulated to Honourable Members (white, green, red and blue).	...	.....	
27	List of Headings for Record bundles ...	F'cap. fol.	24lbs. Printing Double F'cap.	
Public Works Department.				
1	Statement of the number of clerks who should be provided with quarters in the native clerks' barracks, Simla.	F'cap. fol.	28lbs. Printing Double F'cap.	Common to Railway Department.
2	Nominal Roll of selected tenants in the native clerks' barracks, Simla.	F'cap.	28lbs. " "	
3	Statement showing the proposed distribution of rooms.	"	28lbs. " "	
4	Drawing Office Order Form ...	F'cap. fol.	24lbs. " "	
5	Fair letter re employment of temporary engineers.	"	28lbs. Cy. C. W. Double F'cap.	
6	Fair letter re retention of services of temporary engineers.	"	28lbs. " "	
7	History sheets of Engineer Officers ...	F'cap.	Hand-made.	
8	Label for boxes containing Government records sent by Railway between Calcutta and Simla.	F'cap. fol.	24lbs. Printing Double F'cap.	
9	Record shell for B cases (not to be destroyed).	F'cap.	As per sample.	
10	" " " (D.) ...	"	" "	
11	" " Deposited papers ...	F'cap. fol.	" "	Or typewriting paper if required.
12	" " Appendix to original ...	"	" "	
13	" " Manuscript ...	"	" "	
14	Slips for wooden boxes for circulation to Honourable Members (white, green, red and blue).	...	" "	
15	Form for preparation of signature letters	F'cap. fol.	28lbs. C. C. W. Double F'cap.	
16	Register of Bills for Accountant General, Public Works Department, and Consulting Architect's Offices.	F'cap.	28lbs. Printing Double F'cap.	
17	List of Headings for Record bundles ...	F'cap. fol.	24lbs. " "	
18	Library Receipt form ...	F'cap. 4to	24lbs. " "	
Railway Department.				
1	Application for Free Passes ...	F'cap. fol.	24lbs. half-bleached D'ble. F'cap.	The abolition of this form is to be considered when new supply is required.
2	Board Meeting for perusal of Members. Members' memoranda.	"	28lbs. " "	

No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
<b>Railway Department—contd.</b>				
3	Board's daily meeting. Letters received	F'cap. fol.	24lbs. Country Cream Wove Double F'cap.	
4	Draft communicating sanction to estimates.	"	28lbs. Printing Double F'cap.	
5	Draft reply to applicants for temporary employment on State Railways.	"	28lbs. " "	
6	Draft reply to applicants for employment on State Railways.	"	28lbs. " "	
7	Draft for indents for State Railway gold or silver passes.	"	28lbs. " "	
8	Form of reply to complaints against Railways refusing to pay claims.	"	28lbs. Cy. Cr. W. Double F'cap.	
9	Draft re use of Locomotive and Rolling-stock.	"	28lbs. Printing Double F'cap.	
10	Form conveying sanction to local purchase of European stores.	"	28lbs. Cy. Cr. W. Double F'cap.	
11	Outer docket forms for India Office contracts.	"	28lbs. Printing Double F'cap.	
12	Form of outer cover of shipping documents, special file.	...	.....	As per sample.
13	Form of statement showing additional Locomotive and Rolling-stock placed on the principal Indian Railways during each quarter.	F'cap. fol.	24lbs. Printing Double F'cap.	
14	Form of summary showing progress in the supply of Locomotive and Rolling-stock sanctioned monthly. (Two pages.)	F'cap.	28lbs. " "	
15	Office note showing principal variations on principal lines in the weekly gross earnings of Indian Railways.	"	24lbs. " "	
16	Form of statement of approximate gross earnings of Indian Railways.	"	.....	As per sample.
17	Form of abstract returns of accidents ...	"	24lbs. Printing Double F'cap.	The possibility of simplifying this form before next supply is printed is suggested.
18	Form of General Index of drawings ...	F'cap. fol.	28lbs. Printing Double F'cap.	
19	Labels for plans ...	...	20lbs. " "	
20	Reference Labels ...	...	.....	As per sample.
21	Index for working plans, etc. ...	F'cap. fol.	24lbs. Printing Double F'cap.	
22	B. Proceedings Cover Forms (not to be destroyed.	F'cap.	As per sample.	
23	B. Proceedings Cover Forms (D.) ...	"	" "	
24	A. Proceedings Cover Forms (appendix to original).	F'cap. fol.	" "	

No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
<b>Railway Department—<i>conc'd.</i></b>				
25	A. Proceedings Cover Forms (Deposit)	F'cap. fol.	As per sample.	
26	A. Proceedings Cover Forms (Manuscript).	"	" "	
27	Daily Record Report form ...	"	28lbs. Printing Double F'cap.	
28	Form for preparation of signature letters	"	28lbs. Cy. Cr. W. Double F'cap.	Or typewriting paper if required.
29	Label for boxes containing records sent by rail between Calcutta and Simla.	"	24lbs. Printing Double F'cap.	
30	Slips for wooden boxes for circulation to Honourable Members (white, green, red and blue).	...	.....	As per sample.
31	List of Headings for Record bundles ...	F'cap. fol.	24lbs. Printing Double F'cap.	
<b>Military Finance Secretariat.</b>				
1	Record shells for B and C cases ...	F'cap.	.....	As per sample.
2	Label for boxes containing Government Records sent by rail between Calcutta and Simla.	F'cap. fol.	24lbs. Printing Double F'cap.	
3	Slips for wooden boxes for circulation to Honourable Members (white, green, red and blue).	...	.....	As per sample.
4	Form for preparation of signature letters	F'cap. fol.	28lbs. Cy. Cr. W. D'ble F'cap.	Or typewriting paper if required.
5	List of Headings for Record bundles ...	"	24lbs. Printing Double F'cap.	
<b>Department of Revenue and Agriculture.</b>				
1	Letter sanctioning exclusion from reserved forests.	F'cap. fol.	28lbs. Printing Double F'cap.	
2	Letter rejecting a memorial (Form E.)...	"	28lbs. Cy. Cr. W. D'ble F'cap.	
3	O. M. sanctioning supply of departmental publications.	"	28lbs. " " "	
4	Petition Forms A, B, C, D ...	"	28lbs. Printing " "	In one sheet for Branch use.
5	Petition Forms A, D ...	"	28lbs. Cy. Cr. Wove "	In one sheet for issue.
6	Petition Form C (transferred for disposal) post card.	3" × 4½"	As per sample.	
7	Post card reminder for overdue reports and returns.	"	" "	
8	Check memo. of notifications for Gazette.	F'cap. fol.	24lbs. Printing Double F'cap.	
9	Register of Maps ...	F'cap.	28lbs. " " "	
10	Label for circulating Gazettes, etc. ...	3½" × 1½"	20lbs. " " "	
11	Label for Maps ...	4½" × 6½"	24lbs. " " "	
12	List of Subordinate Departments ...	3" × 5"	24lbs. " " "	
13	Fair copy letter form for officers' signatures.	F'cap. fol.	28lbs. Cy. Cr. W. D'ble F'cap.	Or typewriting paper if required.
14	Circulation slip to Honourable Members (green, red and blue).	...	.....	As per sample.

No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
<b>Department of Revenue and Agriculture—contd.</b>				
15	Label for record boxes ... ..	11" x 5"	24lbs. Printing Double F'cap.	
16	Record shell for B cases ... ..	F'cap.	As per sample.	
17	" " " Papers not printed ...	F'cap. fol.	" "	
18	" " " Filed papers ... ..	F'cap.	" "	
19	List of Headings for Record bundles ...	F'cap. fol.	24lbs. Printing Double F'cap.	
20	Memo. returning petitions in vernacular (Urdu).	F'cap. fol.	28lbs. Printing Double F'cap.	
21	Memo. returning petitions in vernacular (Hindi).	"	28lbs. " "	
22	Memo. returning petitions in vernacular (Bengali).	"	28lbs. " "	
<b>Army Department (including Marine).</b>				
1	Circulation slip for books, papers, etc., for perusal.	F'cap. fol.	24lbs. Printing Double F'cap.	
2	Cover for despatches to or from Secretary of State submitted for perusal.	"	24lbs. " "	
3	Countermark slip ... ..	F'cap. 4to	24lbs. " "	
4	Schedule form for special expenditure chargeable to Army, Marine, Military Works and Special Defences.	F'cap.	28lbs. " "	
5	Extract from <i>Gazette of India</i> ...	F'cap. fol.	24lbs. half-bleached D'ble F'cap.	
6	Letter forwarding commissions ...	"	28lbs. Cy. Cr. W. D'ble. F'cap.	
7	Form notifying officers permitted by Secretary of State to return to duty, granted extensions of leave or allowed to retire, etc.	"	28lbs. " "	
8	Letter to Quarter Master General in India sanctioning the grant of not-entitled passages to England.	"	28lbs. " "	
9	Letter forwarding medals, etc. ...	"	28lbs. " "	
10	Receipts for medals for signature by addresses.	As per sample	24lbs. Printing D'ble. F'cap.	
11	Receipts for medals, for signature by Army Department.	" "	24lbs. " "	
12	Letter to Mint Master returning countersigned invoice of articles supplied to Army Department.	F'cap. fol.	28lbs. Cy. Cr. W. D'ble. F'cap.	
13	Stock form for medals and decorations other than bronze.	F'cap.	24lbs. Printing "	
14	Stock form for bronze medals and decorations.	"	24lbs. " "	
15	Letter furnishing forms and instructions for the Committee of Adjustment on the estate of a deceased officer.	F'cap. fol.	28lbs. Cy. Cr. W. D'ble. F'cap.	
16	Memorandum stating what documents should be furnished to Army Department by the Committee of Adjustment.	"	28lbs. Printing "	

No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
<b>Army Department—contd.</b>				
17	Form of declaration for taking over an estate from the Committee of Adjustment.	F'cap. fol.	28lbs. Printing D'ble F'cap.	
18	Form of receipt for an estate taken over from the Committee of Adjustment.	"	28lbs. " "	
19	Letter to Deputy Controller forwarding remittance receipt for realisation of money on account of an estate.	"	28lbs. Cy. Cr. W. "	
20	Letter to Administrator General forwarding documents relating to the estate of a deceased officer.	"	28lbs. " " "	
21	Form for notifying deaths of officers and statement of deposits on account of estates.	"	28lbs. Printing "	
22	Copy of letter from Controller of Military Accounts to Army Department forwarding for transmission to Secretary of State a statement in duplicate of deposits for transfer to England on account of the estate of a deceased officer.	"	28lbs. " "	
23	Statement of estates remaining undisposed of.	F'cap.	24lbs. " "	
24	Statement showing money, valuables, etc., received in Army Department on account of pending estate cases and their disposal.	"	24lbs. " "	
25	Return showing the estates of deceased officers transferred to the Administrator-General.	"	28lbs. " "	
26	Letter acknowledging receipt of documents on the estate of a deceased officer and dissolving Committee of Adjustment.	F'cap. fol.	28lbs. Cy. Cr. W. "	
27	Letter asking early transmission to Army Department of Proceedings of Committee of Adjustment and other document connected with the estate of a deceased officer.	"	28lbs. " "	
28	Letter from Divisions of Army Head Quarters to Army Department reporting lapse or saving in connection with reorganisation or ordinary schedule items.	F'cap.	28lbs. " "	
29	Record shell for B. Papers (Army S.)	"	As per sample.	
30	" " (Marine S.)	"	" "	
31	Label for boxes containing records sent by rail between Calcutta and Simla.	F'cap. fol.	24lbs. Printing D'ble F'cap.	

No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
<b>Army Department—concl'd.</b>				
32	Slips for wooden boxes for circulation to Honourable Members (white, green, red and blue).	...	.....	As per sample.
33	Form for preparation of signature letters (Army).	F'cap. fol.	28lbs. Cy. Cr. W. D'ble. F'cap.	} Or typewriting paper if required.
34	Form for preparation of signature letters (Marine).	"	28lbs. " "	
35	Label, Secret (large) ... ..	4" x 12½"	Yellow, as per sample.	
36	" " (small) ... ..	2½" x 3"	" "	
37	Label for boxes for circulation to Military Secretary to the Viceroy.	...	.....	As per sample.
38	Memo. returning petitions in the vernacular (Bengali).	F'cap. fol.	28lbs. Printing Double Foolscap.	
39	Memo. returning petitions in the vernacular (Hindi).	"	28lbs. " "	
40	Memo. returning petitions in the vernacular (Marathi).	"	28lbs. " "	
41	Memo. returning petitions in the vernacular (Tamil).	"	28lbs. " "	
42	Memo. returning petitions in the vernacular (Urdu).	"	28lbs. " "	
<b>Home Department.</b>				
1	Index to newspaper cuttings ... ..	F'cap.	24lbs. Printing Double F'cap.	
2	Register of receipts ... ..	...	28lbs. " "	
3	Diary sheet ... ..	...	.....	
4	Register of cases received by the Proceedings clerk.	F'cap.	24lbs. Printing.	
5	Weekly arrear list of cases sent to Press to be printed for Proceedings.	F'cap.	24lbs. Printing Double F'cap.	
6	Daily report of the work done in the Calcutta Office.	F'cap. fol.	24lbs. " "	
7	Office Memorandum forwarding Blue Books, etc.	"	24lbs. Cy. Cr. W. D'ble. F'cap.	
8	Distribution list of Parliamentary Blue Books.	F'cap.	28lbs. Printing Double F'cap.	
9	Schedule No. 1 regarding copyright of Books.	F'cap. fol.	28lbs. Printing.	
10	Schedule No. 2 regarding copyright of Books.	"	28lbs. "	
11	Fair copy of letter forwarding Blue Books.	F'cap. fol.	24lbs. Cy. Cr. W. D'ble. F'cap.	
12	Report as to the number of books sent to Press to be bound.	"	24lbs. Printing.	

No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
<b>Home Department—contd.</b>				
13	Office Memorandum returning petitions to Government of India.	F'cap. fol.	28lbs. Cy. Cr. W. D'ble. F'cap.	} To be printed with no name of Department and supplied to other Departments if required.
14	Office Memorandum returning petitions to the Secretary of State or the King.	"	28lbs. " "	
15	Docket (Judicial) Note sheet regarding petition for mercy.	"	40lbs. Cr. Ld. Cy. Double F'cap.	
16	Draft letter conveying orders on petition for mercy.	"	28lbs. Printing Double F'cap.	
17	Draft telegram conveying orders on petition for mercy.	"	28lbs. " "	
18	Fair copy of letter conveying orders on petition for mercy.	"	28lbs. Cy. Cr. Wove "	
19	Letter forwarding copy of telegram conveying orders on petition for mercy.	"	28lbs. " "	
20	Post copy of telegram conveying orders on petition for mercy.	9" x 10"	28lbs. " "	
21	Draft telegram to the Local Governments regarding petition for mercy received direct from individuals.	F'cap. fol.	28lbs. Printing "	
22	Draft telegram to the petitioner regarding petition for mercy received direct from individuals.	"	28lbs. " "	
23	Endorsement forwarding such petition	"	28lbs. Cy. Cr. W. D'ble. F'cap.	
24	Docket Note sheet (Port Blair) regarding petition for mercy.	"	40lbs. " "	
25	Draft letter to Sessions Judge, P. B., confirming the sentence of death passed on convict.	9" x 10"	28lbs. Printing "	
26	Draft telegram to Sessions Judge, P. B., confirming the sentence of death passed on convict.	F'cap. fol.	28lbs. " "	
27	Docket Note sheet regarding release of life-convict.	"	40lbs. Cr. Ld. Cy. "	
28	Roll of life-convict ... ..	F'cap.	28lbs. Printing "	
29	Letter to Local Government asking for report regarding a life-convict.	F'cap. fol.	28lbs. Cy. Cr. W. D'ble. F'cap.	
30	Letter to Local Government inquiring whether there is any objection to the release of a life-convict.	"	28lbs. " "	
31	Letter (29 and 30 combined) ... ..	"	28lbs. " "	
32	Letter to Superintendent of Port Blair sanctioning the release of life-convicts.	"	28lbs. " "	
33	Form of conditional release (1) ... ..	"	28lbs. " "	
34	" " " (2) ... ..	"	28lbs. " "	
35	Order sanctioning the absolute release of life-convicts.	"	28lbs. " "	



No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
<b>Home Department—contd.</b>				
36	Letter of inquiry about life-convicts who are applicants for marriage.	F'cap. fol.	28lbs. Cy. Cr. W. D'ble. F'cap.	
37	Copy of Form of agreement for I. E. S. Officers.	"	28lbs. Printing "	
38	Information to be supplied by a candidate for appointment to the Burma Commission.	F'cap.	30lbs. English Cr. W. D'ble. F'cap.	
39	Particulars regarding a candidate for employment in Home Department.	"	28lbs. Cy. Cr. Wove "	
40	Instructions to applicants for the rewards of the Royal Humane Society.	F'cap. fol.	28lbs. Printing Double F'cap.	
41	Draft letter to India Office, etc., forwarding copy of plague statement.	"	28lbs. " "	
42	Fair copy of the above ...	"	28lbs. Cy. Cr. W. D'ble. F'cap.	
43	Draft telegram to Colonial Governments, etc., regarding plague.	"	28lbs. Printing Double F'cap.	
44	Draft telegram to Consul-Generals, etc. (plague).	"	28lbs. " "	
45	Festival notification form ...	"	28lbs. " "	
46	Slips for wooden boxes for circulation to Hon'ble Members, etc.	...	.....	As per sample.
47	Label for boxes containing records sent by rail between Calcutta and Simla.	F'cap. fol.	24lbs. Printing Double F'cap.	
48	List of Headings for record bundles ...	"	24lbs. " "	
49	Record sheet for B. Proceedings ...	...	.....	As per sample.
50	Cover for Not Printed papers ...	...	.....	" "
51	Cover A. Proceedings manuscript ...	...	.....	" "
52	List of subordinate offices ...	4" × 4"	24lbs. Printing Double F'cap.	
53	List of Consuls ...	4" × 4½"	24lbs. " "	
54	Slips showing Hon'ble Members' names or blank for circulation tin boxes (four colours).	...	.....	As per sample.
55	Slips showing the papers in a petition for mercy—"Prisoner's confession, etc."	...	.....	to be printed sheets.
56	Slips to send Confidential Proceedings from the Proceedings Section.	...	.....	" "
57	Suspend Reminder Sheet ...	F'cap. fol.	28lbs. Badami Double F'cap.	
58	Slips to be attached to the newspapers, showing submission date, etc.	4" × 4"	24lbs. Printing "	
59	Slips—"Files to be taken by Secretary to His Excellency the Viceroy."	F'cap. 6mo.	28lbs. " "	
60	Slips to be attached to boxes containing cases for Council.	"	28lbs. " "	
61	Slips "Will Secretary kindly mark cases for Private Secretary to the Governor-General."	"	As per sample.	

No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
<b>Home Department—concl'd.</b>				
62	Weekly arrear list ... ..	F'cap.	28lbs. Printing Double F'cap.	
63	Fortnightly arrear statement ... ..	"	28lbs. " "	
64	Reminder statement ... ..	"	28lbs. " "	
65	Suspense statement ... ..	"	28lbs. " "	
<b>Legislative Department.</b>				
1	Letter from the Viceroy to Secretary of State forwarding a Law passed by the Imperial or a Local Council.	F'cap. fol.	30lbs. English Cr. W. D'ble. F'cap.	
2	Letter from the Viceroy to the Secretary of State forwarding a Regulation.	"	30lbs. " "	
3	Letter to Permanent Under Secretary of State, intimating despatch of papers by box-packet.	"	28lbs. Cy. Cr. W. D'ble. F'cap.	
4	Letter to Permanent Under Secretary of State, forwarding Proceedings of Council of Governor-General.	"	28lbs. " "	
5	Letter to the Permanent Under Secretary of State for India, forwarding a copy of a letter to the Madras or Bombay Government.	"	28lbs. " "	
6	Letter to the Permanent Under Secretary of State for India, forwarding a copy of letter to Local Governments other than Madras or Bombay.	"	28lbs. " "	
7	Letter to Permanent Under Secretary of State, forwarding in continuation of <sup>Despatch</sup> <sub>Letter</sub> papers relating to an Imperial Bill.	"	28lbs. " "	
8	Letter to the Permanent Under Secretary of State, forwarding a Bill as introduced.	"	28lbs. " "	
9	Letter to the Permanent Under Secretary of State, forwarding Report of Select Committee with amended Bill.	"	28lbs. " "	
10	Endorsement forwarding a copy of the Secretary of State's despatch, leaving a local Law or Regulation to its operation.	"	28lbs. " "	
11	Skeleton form for the Report of a Select Committee.	F'cap.	28lbs. " "	
12	Note forms for Interpellations and Resolutions (four kinds).	"	40lbs. Cy. Cr. Ld. D'ble F'cap.	
13	Notice of Select Committee meeting ...	F'cap. fol.	28lbs. Cy. Cr. Wove D'ble. F'cap.	
14	Notice of postponement of Council meeting.	"	28lbs. " "	
15	Summons to Council meeting at Simla or Calcutta.	"	28lbs. " "	
16	Notice of question. Heading for— ...	"	28lbs. " "	
17	Note transmitting papers for next Council meeting.	"	28lbs. " "	
18	Heading for publication in the Gazette of a Bill introduced in Council.	7 $\frac{3}{4}$ " × 3"	28lbs. Printing Double F'cap.	
19	Heading for publication in the Gazette of a Report of a Select Committee.	8 $\frac{1}{2}$ " × 2 $\frac{3}{4}$ "	28lbs. " "	

No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
<b>Legislative Department—contd.</b>				
20	Heading for the publication in the Gazette of an Act of the Governor-General.	6" x 4"	28lbs. Printing Double F'cap.	
21	Endorsement for a Bill assented to by the Governor-General.	5" x 7½"	28lbs. Cy. Cr. Wove D'ble F'cap.	
22	Record of the circulation of Council papers by peons.	F'cap.	24lbs. Printing Double F'cap.	
23	Draft circular to Local Governments inviting opinions on a Bill.	F'cap. fol.	28lbs. " "	
24	Skeleton form for fair copy of Circular to Local Governments inviting opinions on a Bill.	"	28lbs. Cy. Cr. W. Double F'cap.	
25	Letter to Local Government returning the authentic copy of a local law with His Excellency's assent.	"	28lbs. " "	
26	Memorandum forwarding a Bill and papers or an Act for translation and transliteration.	"	28lbs. " "	
27	Memorandum authorising the printing of extra copies of a Bill or Act for provincial gazettes.	"	28lbs. Printing Double F'cap.	
28	Draft Memorandum to Local Governments intimating that an Act <sup>will be</sup> translated and transliterated. <sub>will not be</sub>	"	28lbs. " "	
29	Draft Memorandum intimating that papers will not be reprinted in the cheap style or translated.	"	28lbs. " "	
30	Memorandum intimating that papers will <i>not</i> be reprinted in the cheap style but will be translated.	"	28lbs. Cy. Cr. Wove D'ble, F'cap.	
31	Letter from Secretary to— ...	F'cap. fol.	28lbs. " "	Or typewriting paper if required.
32	Office Memorandum sending copies of Questions and Answers to an Executive Department.	"	28lbs. " "	
33	Office Memorandum forwarding a Bill as introduced.	F'cap. fol.	28lbs. " "	
34	Memorandum to Executive Departments forwarding collection copy of Proceedings and copies notes.	F'cap. 6 mo.	28lbs. Printing "	
35	Letter forwarding one or more copies of a publication.	"	28lbs. Cy. Cr. Wove D'ble, F'cap.	
36	Letter intimating despatch of Acts or publication by rail or steamer.	F'cap. fol.	28lbs. " "	
37	Report by office of despatch of books by box-packet.	"	24lbs. Printing 'Double F'cap.	
38	Requisition on another Department for papers.	"	24lbs. Double F'cap.	
39	Memo. returning papers to another Department.	"	24lbs. " "	

o.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
	<b>Legislative Department—concl'd.</b>			
40	Memorandum for circulation for signature of monthly salary bills of Hon'ble Members.	F'cap. fol.	28lbs. Cy. Cr. W. D'ble F'cap.	
41	Reference slip, "Authentic copy of Law".	2" x 4½"	As per sample.	
42	" " "Law for His Excellency's assent".	"	" "	
43	" " "Bill as introduced" ...	"	" "	
44	" " "Statement of Objects and Reasons".	"	" "	
45	" " "Report of Select Committee".	"	" "	
46	" " "Bill as amended by the Select Committee".	"	" "	
47	" " "Bill as passed" ...	"	" "	
48	" " "Proceedings of Council"	"	" "	
49	" " "Precedent" ...	"	" "	
50	" " "Spare copy" ...	"	" "	
51	" " "Proof for approval"...	"	" "	
52	" " "Sign at X" ...	"	" "	
53	" " "Proposed question"...	"	" "	
54	" " "Proposed reply" ...	"	" "	
55	Docket cover for unofficial notes ...	...	.....	As per sample.
56	Docket cover for B. Proceedings ...	...	.....	" "
57	Docket cover (yellow) for confidential cases.	2" x 4½"	As per sample.	
58	Label for preference records ...	F'cap fol.	24lbs. Printing Double F'cap.	
59	Bill Register ... ..	F'cap.	28lbs. " " "	
60	Register of numbers given to papers relating to Bills.	"	28lbs. " " "	
61	Register of Miscellaneous files ...	"	28lbs. " " "	
62	Stock Register of Publications or Acts	"	28lbs. " " "	
63	Slips for circulation of wooden boxes to Hon'ble Members.	...	.....	As per sample.
64	List of Headings for Record bundles ...	F'cap. fol.	24lbs. Printing Double F'cap.	

No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
	<b>Finance Department.</b>			
1	List of persons who have been granted leave or permission to return to duty by the Secretary of State.	F'cap fol.	24lbs. Printing Double F'cap.	
2	List of packet received from the India Office by Finance Department.		28lbs. Cy. Cr. Wove "	
3	Statement showing Imports and Exports of gold and silver during the official year.	"	28lbs. " " "	
4	Statement comparing Opium Revenue with the estimates.	"	28lbs. " " "	
5	Statement comparing Opium Revenue with endorsement added.	"	28lbs. " " "	
6	Statement comparing Secretary of State's drawings on India from 1st April with Budget and Proportionate Estimate.	"	28lbs. Printing " "	
7	Draft telegram to the Secretary of State regarding gold figures and currency.	"	28lbs. " " "	
8	Post copy of telegram to the Secretary of State regarding gold figures and currency.	"	28lbs. Cy. Cr. Wove "	
9	Form for sanctioning retiring annuity payable from Home Treasury.	"	28lbs. Printing " "	
10	Statement showing daily quotations of the Bank of Bengal and Reuter's advices for sterling loans and sales of Council bills.	"	28lbs. Cy. Cr. " "	
11	Statement showing (weekly or for 4 days) quotations of the Bank of Bengal and Reuter's advices for sterling loans and sales of Council bills. (Submitted to Private Secretary to the Viceroy.)	"	28lbs. " " "	
12	Statement showing (weekly or for 4 days) quotations of the Bank of Bengal and Reuter's advices for sterling loans and sales of Council bills. (Submitted to Hon'ble Member.)	"	28lbs. Printing " "	
13	Intimation to the Account Officer that a certain charge has been sanctioned by Government.	"	28lbs. Cy. Cr. Wove "	
14	Statement showing receipts and issues of gold and balance of gold in India.	"	28lbs. Printing " "	
15	Statement showing weekly and monthly coinage of Rupees.	"	28lbs. " " "	
16	Register showing price, weighment, export and cultivation of opium for each month.	F'cap.	24lbs. " " "	

N No.	Description of Form.	Size of Form.	Description of Paper.	REMARKS.
	<b>Finance Department—contd.</b>			
17	Register of sanctions of expenditure ...	F'cap.	24lbs. Printing Double F'cap.	
18	Register of additional grants ...	"	24lbs. " " "	
19	Register showing weekly figure of Assets and Liabilities of the Presidency Banks.	"	24lbs. " " "	
20	Register showing balances of Government Pro-notes enfaced for payment of interest in London.	"	24lbs. " " "	
21	Register of Money market ...	"	24lbs. " " "	
22	Register showing monthly sale of Bengal opium and duty realised on Malwa Opium.	"	24lbs. " " "	
23	Memorandum from the Registrar to a Superintendent asking why reply to a despatch is deferred.	F'cap 6mo.	24lbs. " " "	
24	Form for preparation of signature letters, etc.	F'cap fol.	28lbs. Cy. Cr. Wove "	
25	Record Shells ...	F'cap.	.....	As per sample.
26	Slips for circulation of wooden boxes (white, green, red and blue).	...	.....	"
27	Label for boxes containing Records sent by rail between Calcutta and Simla.	F'cap fol.	24lbs. Printing Double F'cap.	
28	List of Headings for Record bundles ...	"	24lbs. " " "	
29	Statement comparing the figures of Revenue and Expenditure reported on the 9th with those of the distributed Budget estimate and second approximation.	"	28lbs. " " "	
30	Statement of the affairs of the Presidency Banks showing fluctuations in balances since the preceding week.	"	28lbs. " " "	
31	Weekly statement showing weighments of Malwa opium, cultivation of Bengal opium and Market prices of opium.	"	28lbs. " " "	
32	Monthly statement showing sale of Bengal opium, weighment of Malwa opium and exports of opium from India and imports and exports of opium in the Straits Settlements and import of opium into Hongkong.	"	28lbs. " " "	
33	Comparative statement of Salt consumption.	"	28lbs. " " "	
34	Statement showing Malwa Opium Revenue in Bombay.	"	28lbs. " " "	
35	Memorandum returning a petition in the vernacular (Hindi).	"	28lbs. " " "	
36	Memorandum returning a petition in the vernacular (Urdu).	"	28lbs. " " "	
37	Memorandum returning a petition in the vernacular (Bengali).	"	28lbs. " " "	
38	Endorsement forwarding copies of Despatches received from the Secretary of State.	"	28lbs. " " "	

*Number of forms, envelopes, etc., submitted by the various Departments.*

Departments.				Forms, Labels, etc.	ENVELOPES.		Address Labels.	REMARKS
					Used by Office.	Used by Officers.		
Army (including Marine)	...	...	...	218	93	117	...	
Railway Department	...	...	...	166	36	4	...	
Foreign Department	...	...	...	125	38	...	...	
Department of Revenue and Agriculture	...	...	...	213	25	6	15	
Department of Commerce and Industry	...	...	...	175	26	12	1	
Legislative Department	...	...	...	208	106	...	402*	* Sample only: the total number is over 1,000.
Home Department	...	...	...	315	145	...	48	
Public Works Department	...	...	...	127	54	...	...	
Finance Department	...	...	...	157	40	10	...	
Military Finance	...	...	...	56	24	...	...	
Total				1,760	587	149	466	

*Disposal of Forms.*

Name of Department.				No. of Forms standardised or abolished.	SPECIAL FORMS.				REMARKS.
					Abolished.	Pages.	Retained.	Pages.	
Revenue and Agriculture	...	...	...	133	58	74	22	22	
Commerce and Industry	...	...	...	130	24	29	22	34	
Army	...	...	...	91	88	93	42	69	
Railway	...	...	...	55	83	104	31	57	
Military Finance	...	...	...	36	18	19	5	5	
Public Works	...	...	...	84	26	34	18	25	
Foreign	...	...	...	52	49	67	27	30	
Home	...	...	...	189	66	70	65	78	
Legislative	...	...	...	104	39	51	64	70	
Finance	...	...	...	72	27	44	38	49	
Total				946	478	585	334	439	